



# Parent-Student Handbook 2021 – 2022

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Office Hours:	7:45 a.m. – 4:00 p.m.

*Royal Palm Academy, Inc. admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. Royal Palm Academy does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, scholarship and loan programs, or in its athletic and other school administered programs. The Academy does not discriminate on the basis of disability if, with reasonable accommodations, the applicant can meet program requirements.*

*Royal Palm Academy reserves the right to amend the policies and procedures contained herein at any time if conditions warrant. The Academy will make reasonable efforts to notify parents/guardians/students of any amendments.*

*Royal Palm Academy reserves the unconditional right to take disciplinary action, suspend, or dismiss any student whose progress or conduct or whose parent's/guardian's conduct (whether or not on Royal Palm Academy property and under any circumstances), is considered by Royal Palm Academy in its sole and absolute discretion, to be unsatisfactory and/or in noncompliance with the mission of Royal Palm Academy.*

## **Acknowledgement of Risk, Health and Safety Procedures related to Covid-19**

### ***Background***

In Spring of 2020, the novel coronavirus/COVID-19 swept the country and required an urgent and extensive public health response, which has included sometimes lengthy stay-at-home orders imposed by state and local governments and the closing of educational institutions. During this period of time, Royal Palm Academy, Inc. (the "School") has continued to monitor various resources and guidance, including applicable state and local orders, Florida Department of Health information, and the Centers for Disease Control and Prevention ("CDC") Guidance for K-12 Programs. The school is committed to the health and safety of all students. We are pleased that you have selected our school for the formation and education of your child.

### ***2021-2022 School Year Plan***

Royal Palm Academy is planning to operate with in-person instruction during the 2021-2022 school year. We also have implemented appropriate health and safety protocols for the safety of our students, teachers, and staff. Some of these protocols are, in the school's opinion, important for a healthy learning environment for children, but different from recommendations made by other competent organizations such as the CDC. These safety protocols may be regularly reviewed by the school throughout the school year, and if there is a change, it will be communicated to our families.

### ***Parent Obligations & Safety Protocols***

Before any student or family member may be allowed to return to campus, the Parent and Student must acknowledge the following obligations:

1. Parents and Students acknowledge and understand that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, CDC guidance is regularly modified and updated, in addition to guidance from local and state authorities. Parents accept full responsibility for familiarizing themselves with the most recent updates, as well as the changing conditions in our community, and all state and local orders.
2. Parents will be required to perform a health screening of your child before arriving to school. If your child is feeling sick, has a fever, or is displaying any symptoms of illness, DO NOT send them to School. If anyone in the household is experiencing symptoms of COVID-19, please keep your child home. According to the Centers for Disease Control and the Collier County Health Department, symptoms of the novel coronavirus include:
  - Fever or chills
  - New uncontrolled cough causing difficulty breathing
  - Shortness of breath
  - Diarrhea and/or vomiting
  - Abdominal pain
  - Muscle or body aches
  - New onset of severe headache, especially with fever
  - Sore throat
  - New loss of smell or taste
3. Random temperature screening of Parents and Students may be performed at the School. Individuals with a fever of 100.0 degrees Fahrenheit or above will not be permitted to enter the School campus and should seek medical attention.
4. If a child has a fever of 100.0 degrees Fahrenheit or above or presents with other symptoms of COVID-19, he or she will be isolated with the school nurse or other adult, a parent/legal guardian

will be contacted, and the child must be picked up by a parent or legal guardian within one hour. Your child must isolate and cannot return to school until 48 hours after the symptoms first appeared, 24 hours have passed without fever and without fever reducing medication, and symptoms have improved. If primary health care provider gives documentation of an alternate diagnosis, this will be taken into account and student may be able to return after 24 hours resolution of fever without fever reducing medication.

5. Students who test positive for COVID-19 must stay away from the School campus and must quarantine for 10 days from the date of testing. Students who test positive for COVID-19 with symptoms must stay away from the School campus and self-isolate for 10 days from the onset of symptoms.
6. You are required to advise the School if your child has been in close contact with someone who has been diagnosed with COVID-19 or who is in isolation for Covid-19 reasons. Students who are confirmed close contacts with a COVID positive individual inside or outside of school must stay home for 14 days from last exposure/contact with COVID positive individual.
7. It is critical that information between parents, students, and the School be exchanged honestly and in a timely fashion. Thus, the failure to timely disclose information and the falsification of information provided to the School, such as that pertaining to symptoms of students, family members, or other individuals, may result in discipline, up to and including expulsion.

#### ***Parent-Student Risk Acknowledgement***

The School cannot promise that even with the steps we are taking, that your child will not be exposed to COVID-19. Therefore, if you choose for your child(ren) to participate in on-campus instruction, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you and your child may be exposed to or infected by COVID-19 by coming to our campus, attending School, and participating in School activities, and that such exposure or infection may result in personal injury, illness, permanent disability, or death. You further acknowledge and understand the risk of becoming exposed to, or infected by, COVID-19 may result from or be caused by the actions, omissions, or negligence of yourself or others, including other School families, School employees, or other third parties. Further, you recognize that there is a still a risk of contracting the virus, particularly in group settings, even if all members of the community follow precautions designed to lower the risk of infection.

By sending my child(ren) to the School's campus, I knowingly and voluntarily accept and assume the risk of potential exposure to, and infection of, COVID-19, and the associated risks set forth herein. I understand these risks and willingly choose to accept them.

I also understand and acknowledge that I shall not drop off my child(ren) if he or she is experiencing any symptoms associated with COVID-19, including but not limited to fever, sore throat, shortness of breath, chills, muscle pain, new loss of taste or smell, gastrointestinal symptoms (like nausea, vomiting, or diarrhea), and cough. I understand that if my child is experiencing any symptoms once dropped off, I will be contacted, and I am expected to come and pick him/her up from the School.

The School also has the right, in its sole discretion, to require any child who fails to follow the School's health and safety procedures to quarantine for a period of time at home, rather than to come to campus. Violation of the School's health and safety procedures, whether set forth herein, the Reopening Plan or Parent/Student Handbook, will result in discipline, up to and including expulsion. The current policies and procedures are in place to best ensure a safe, consistent, and meaningful educational experience for all our students and families.

*All families must sign an electronic acknowledgement form for the Parent-Student Handbook, which includes acknowledgement and acceptance of our health & safety plan, and acknowledgement of risk.*

## **WELCOME TO ROYAL PALM ACADEMY**

Welcome to Royal Palm Academy. We are pleased you have chosen Royal Palm Academy, and we take seriously the charge you have entrusted to us. We pray your family's time at Royal Palm Academy will be rewarding and fruitful.

This Parent/Student Handbook is provided as an aid to maintaining an academically sound and formative learning environment in accordance with our mission statement. The handbook was developed for parents and students of Royal Palm Academy to provide an explanation of the procedures that allow the school to operate smoothly and efficiently. Please take time to read the Parent/Student Handbook carefully. We trust you will find it informative and a great resource to assist you in becoming a member of the Royal Palm Academy community. We ask that both parents and students sign and return the last page to indicate you have read and understand the procedures and regulations of the school. The areas highlighted in yellow are particularly important for students to read.

*The Parent/Student Handbook is not a contract; it outlines the procedures that support the policies of Royal Palm Academy to which you, as parents and students, agree to adhere. Nothing in the handbook should be interpreted as conflicting with the terms and conditions outlined in the enrollment agreement signed by parents of enrolled students. Royal Palm Academy reserves the right to evaluate, on an individual basis, additional situations not addressed in this document that may arise throughout the school year and to create/enforce additional supporting regulations and procedures as required.*

## **THE MISSION OF ROYAL PALM ACADEMY**

The mission of Royal Palm Academy is *to partner with families* to provide an education of rich academics with Catholic formation. We teach the mind, educate the heart, and form the character of tomorrow's leaders.

This mission is pursued through the development of the whole person (integral formation) and encompasses the commitment to teach, to educate, and to form.

- To **teach the mind**, transmitting knowledge appropriate to grade level in an environment of academic excellence.
- To **educate the heart**, helping each student to love authentic values and to develop a sense of what is good, right, noble, just, and beautiful.
- To **form the character**, which serves as the foundation of all virtue and integrity.

### **A. THE ROYAL PALM GRADUATE**

The student who graduates from Royal Palm Academy knows that personal formation has only begun. Intellectually, the graduate possesses a rich store of knowledge in the western tradition, a love for truth, and a set of skills and habits necessary in higher learning. Humanly, the graduate possesses a character that is well-grounded in virtue. Personally, the graduate demonstrates the ability to master one's actions and choices. Spiritually, the graduate is continually maturing in a life of grace as an authentic Christian who possesses a deep friendship with Christ. Apostolically, the graduate exhibits a disposition of service towards others—body and soul. The Royal Palm Academy graduate is an authentic Christian leader.

## **B. INTEGRAL FORMATION**

Royal Palm Academy implements an integral formation educational method. Integral formation, based in the Christian view of the person, focuses on complete development of all human dimensions: intellectual, human, spiritual, and apostolic.

### **The Principles of Integral Formation**

Integral formation is based on and practiced through the following educational principles:

#### **1. Christ-Centered Spirituality**

Our school sets Christ as our model. He is at the center of all our efforts. The school mission—all our actions, programs, initiatives, goals, and work—exemplifies our desire to know, love, and imitate Christ. He is the ideal for our students and all those associated in the education of the students.

#### **2. Love, Motivation, and Conviction**

True formation cannot be imposed. Educators must love the students, wanting what is best for the students. They need consistently and positively to motivate their students to respond freely, to internalize ideals, and to become convinced of their actions based in truth. Internal conviction begins when educators form the students in moral principles, guiding them to know, love, and desire the goals set out before them. An educator does not demand from a student without motivating first, and this motivation must be grounded in love for God, the student, and others.

#### **3. Forming Leaders**

Our aim is to prepare leaders who will work to transform society according to the principles of justice and charity contained in the Church's social teaching. Our desire is to offer the Church and society integrally formed men and women who will be true Christian leaders in the various spheres of society, a leaven to renew society.

#### **4. Personalized Education**

Each person is unique, endowed by God with a combination of talents and gifts all his own. Life circumstances for each student are different depending on the student's family, social, economic, emotional, and moral settings. As such, the education of the student is undertaken on a personal level. The school aims to support personalized education by having our students engage in regular personal contact with faculty members including their teachers, the Catholic formation instructor, and the Dean of Upper or Lower School.

#### **5. Teamwork**

The school relies on effective teamwork and cooperation among all faculty and staff to achieve the students' education and formation goals. As teachers work closely with members of the management team and other staff to ensure a high-quality education, the integral formation of the students takes place. Their understanding of the dynamics of the classroom and their knowledge of each individual student ensures that teachers make a vital contribution to the effectiveness of this educational team.

#### **6. Academic Excellence**

The school strives to provide our students with the highest-quality intellectual formation. Our courses are rich in content, thorough, and well-grounded. Teachers follow a curriculum designed to challenge the students, building on the knowledge and skills acquired in prior years. We employ

the most advanced and proven educational tools for the integral formation of our students. These and other programs allow the graduates of our school to enter high school prepared and confident.

#### 7. Education by Goals

We place great importance on programming the educational effort according to clear goals, accompanied by specific means to achieve each goal. As a school, we hold ourselves accountable for achieving these goals for the benefit of our students. Each teacher contributes by setting and achieving personal goals for each student and for each class in line with the school's overall goals.

#### 8. Family Involvement

For the education program to be effective, we need communication and contact with the student's family. The home is the all-important setting where the greatest part of the student's non-scholastic life is lived and where his/her personality, character, and behavior are developed. The school encourages regular and meaningful communication between teachers and family to ensure that the home supports the principles and teachings taught at school.

#### 9. Social Responsibility

Special importance is placed on making students aware of social realities and on their call to respond in service out of love. We organize service opportunities that bring our students into contact with people and situations where suffering and injustice exist. We seek to awaken in our students a sense of social responsibility that will continue to grow throughout their lives.

#### 10. Ongoing Education

Integral formation is a life-long journey. The school works hard to nurture and promote a deep love for learning and ongoing formation, both in the students and in the faculty. Through their commitment to ongoing professional development and dedication to their vocation as educators, teachers naturally transmit this love for learning and ongoing education to their students.

## **SCHOOL LEADERSHIP AND THE DIRECTIVE TEAM**

### **A. HEAD OF SCHOOL — MR. MICHAEL BUSSMAN**

The Head of School has overall responsibility for the school. He is the primary leader in the school and oversees the education of students through the implementation of Catholic traditions and a rigorous curriculum. He supports all fundraising, administrative, and business functions. He is responsible for securing the financial resources needed to achieve the growth and development goals of the school. He has primary responsibility for building and extending a positive public image of the school throughout the community. He is responsible for the formation of young persons of distinction and character. The Head of School works closely with a team of professionals specializing in each of the areas of Catholic education.

### **B. DEAN OF LOWER SCHOOL — MRS. JULIE MULLIGAN DEAN OF UPPER SCHOOL — MS. JENN WOJCIK**

The Deans of the Lower and Upper Schools focus their attention and professional skills on the integral formation of the students. Supported by the Head of School, the Deans strive to lead students in their pursuit of moral, social-emotional, and academic excellence. They work directly with the faculty to offer a challenging academic program with the highest-quality instruction. The Deans of Lower and Upper School meet with the teachers in Pre-Kindergarten through 3<sup>rd</sup> Grade and in 4<sup>th</sup> Grade through 8<sup>th</sup> Grade, respectively, on a regular basis to review curriculum needs and

student progress. They also meet with students and families as necessary to support learning needs.

### **C. CFO / BUSINESS MANAGER — MR. DENNIS FRODSHAM**

The Business Manager is responsible for overseeing the Business Office, providing the business administration services necessary to achieve the school's mission. He is responsible for the following areas: accounting, facilities management, food/space services, service contractors, and financial management of our After-Care Program.

### **D. ADMISSIONS DIRECTOR — MRS. JENNIFER SCARAFILE**

The Admissions Director works closely with the Head of School, the Dean of Lower School, and the Dean of Upper School to ensure the admissions process runs smoothly and that all necessary documentation is prepared as families tour, apply to, complete placement testing for, and register for acceptance to Royal Palm Academy. She works with the Parent Volunteer Organization and the Welcoming Committee as well as assisting the Head of School and volunteer staff in marketing endeavors. The Admissions Director fully understands our mission and vision, particularly our methodology of integral formation as she is the main contact for new families interested in learning about Royal Palm Academy.

## **STAFF**

### **A. RECEPTIONIST / ADMIN. ASSISTANT TO HEAD OF SCHOOL — MRS. PAT BOLSER**

The Receptionist/Assistant to Head of School works closely with the Head, assisting with coordinating day-to-day operations. In addition to answering in-coming calls and being the initial contact for anyone entering Royal Palm Academy, she works with parent volunteers on special events. She is the liaison between parents and administrators, directing parents to the proper person(s) and/or making appointments, and greeting prospective families and guests by welcoming them to Royal Palm Academy. The receptionist/assistant to the Head of School has the responsibility of all administrative assignments and clerical tasks assigned to her by the Head. She supports the Head in promoting and extending the positive public image of the school; she helps instill a love for the mission of the school and builds a sense of community among the school faculty, staff, and families.

### **B. BUSINESS OFFICE ASSISTANT / EVENTS — MRS. KAREN EVANS**

The Business Office Assistant assists the business manager with all accounting functions. She also assists the Deans with coordinating the substitute schedule and all academic events, including Grandparent's Day, Father's Day, Mother's Day, Award's Ceremony, and Graduation.

## **HISTORY OF ROYAL PALM ACADEMY**

Royal Palm Academy was established in 1998 in Naples, FL. Patrick Moore was inspired to pursue the foundation of the school after visiting schools in Dallas, TX, and Atlanta, GA. These schools, run by the religious order the Legionaries of Christ, delivered quality Catholic education. After witnessing a young student in Atlanta who knelt deep in prayer prior to the start of the school day, Patrick knew God wanted him to bring this type of Catholic education to the Naples community. Planning meetings began and strategies were organized, but nothing came to fruition until several years had passed. Patrick's wife, Carol, was attending a Catholic Women's Convention in Orlando, FL, when a group of ladies gathered to discuss the possibility of realizing a project of the magnitude of starting a school. On her drive home to Naples that afternoon, Carol successfully completed the official incorporation of the school by telephone. The following Monday morning, all necessary paperwork and contracts were finalized. Within several weeks, the Moores and fellow collaborator Mr. Lou DePrisco began organizing events at local neighborhood country clubs to present the new school and to begin recruiting students. Because of the wonderful vision of the Legionary education model they were adopting, the founders were confident that the school would be well received by the community.

A site for the school was secured by Mrs. Moore the first week of August, just prior to the start of school. This first campus consisted of three trailers on a dusty five-acre field off Golden Gate Parkway on 68th Ave SW in Naples. This was the only available location suitable for a school, evidenced in that it previously belonged to a local charter school that closed a few weeks earlier that July. Many diligent hours were spent recruiting, and Royal Palm Academy opened its doors with six students spanning three grades (two of whom were the founders' children), three teachers, one receptionist, and a Head of School.

The school grew over the next few years, eventually outgrowing the initial facility. It was evident that it was time to search for a new location that would accommodate not only the immediate needs but also the plans for growth. Mr. Patrick Kirk and Mr. Lou DePrisco, currently in the process of purchasing a 172-acre site on what is now Livingston Road, redirected their goal from economic to apostolic, aiding Royal Palm Academy in securing its current location.

As the economy diminished in 2008, RPA was not spared from the negative effect experienced by many schools across the country. It was determined that selling the 100-acre lot West of Livingston Rd. would be in the best interest of the school, focusing instead on improvement of the current campus east of Livingston Rd. Fortunately, in 2010 several buyers enabled the school to eliminate all debt at that time.

Also in 2010, the RPA Board of Directors became independent, eliminating direction from and breaking ties with the Legionaries of Christ. This change in leadership affected the school, primarily as relating to financial stability. A more consistent manner of determining financial aid and tuition payments was developed, and financial aid was reduced by more than \$300,000. This reduction resulted in decreased enrollment, a drop of approximately 60 students; however, 48 new students were added the next year, very few requiring any financial assistance, thereby improving the financial status of the school substantially.

A significant milestone was reached in 2015 when Royal Palm Academy was officially recognized as an affiliated Catholic School in the Diocese of Venice. This status was achieved after much hard work, prayer, and collaboration during the process of affiliation with the Florida Catholic Conference, the accrediting body for the Diocese of Venice.

Another significant landmark came in 2016 with the opening of Royal Palm's first permanent building in the form of a 15,000 sq. foot multi-purpose gymnasium. This building was the result of much collaboration, teamwork, and generosity on the part of many people. In March of 2016, Bishop Frank J. Dewane officially blessed the building and said Mass for the entire school body. This special moment



was confirmation that the Holy Spirit has been the guiding force behind our school's growth as part of Catholic education in America.

As the school grows to its full student capacity, more buildings will be phased in, and the full campus, including all the classroom space, athletic facilities, arts facilities, and administrative offices, will become a reality. However, in the end, let it not be forgotten that what makes Royal Palm Academy so special is not buildings or facilities, no matter how magnificent, but rather it is the mission which makes this school unique – to form leaders who will transform society for Christ.

## **INTELLECTUAL FORMATION**

Royal Palm Academy sets high yet attainable academic expectations for its students. Not only is solid intellectual formation an important part of the integral development of a person, but also it is essential to forming great leaders. As a result of studies in the core academic subjects of English, mathematics, science, history, and geography, as well as through other academic and co-curricular activities, a graduate of Royal Palm Academy should acquire:

- A wealth of knowledge in general culture and in the particular disciplines; an understanding of the roots and underpinnings of his own national culture, history, and western ideals; a firm grounding in math, the sciences, and the scientific method.
- An ability to think, speak, and write clearly, coherently, precisely, attractively, and persuasively.
- Superior thinking, reasoning, and communicating skills built on a keen sense of perception and a sharp memory.
- A capacity for reflection and imagination, as well as for those technological and inquiry skills intrinsic to the exact and social sciences.
- A critical mind that can tell right from wrong, fact from fiction, truth from opinion.
- Experience and ease in public speaking, debate, and declamation.
- Habits and dispositions essential for ongoing intellectual formation after graduation, including study habits, concentration and critical thinking, perseverance, and a desire to produce high-quality work.

### **A. ACADEMIC CURRICULUM**

Royal Palm Academy implements a standard-based curriculum utilizing an integral formation method of education. The objective of this educational program is to form each child's mind, heart, and will according to Christian ideals.

The Curriculum provides a solid, coherent foundation of knowledge, concepts, and skills for later learning. Core content is designed to achieve the goals of integral formation and challenges students daily to expand their intellects. At all grade levels, the core school subjects of English, mathematics, history, geography, humanities, and the sciences are complemented by study of a second language, fine arts, physical education, and technology programs. The curriculum sets high, reasonable academic expectations for students, creating a healthy balance between a student's current abilities and his/her potential. This delicate balance is guided by knowledge of the student's individual strengths and areas for growth, as well as by prudent judgment regarding the form and content of the curriculum. Parents wishing to learn more about the academic curriculum are encouraged to contact the Dean of Lower School, Dean of Upper School, or the Head of School.

### **B. ACADEMIC YEAR**

The academic year, comprised of 180 student days, is divided into two semesters. Each semester is further divided into two nine-week quarters. Report cards are sent home at the end of each quarter.

## C. ACADEMIC GRADES

Academic grades are a measure of each student's level of competency, sufficiency, or knowledge in a particular area and should reasonably reflect the students' understanding of the subject matter being assessed. The following grading scales are used.

### PRE-KINDERGARTEN 3 AND 4

GRADE LEVEL PERFORMANCE	
4 - Exceptional	The student often exceeds the grade level standards for the concept or skill.
3 - Regularly	The student regularly demonstrates knowledge of the concept or proficiency in the skill.
2 - Sometimes	The student is in the process of understanding the concept or developing the skill but is not regularly proficient.
1 - Not Yet	The student has not reached this level of development and is unable to perform the skill or demonstrate knowledge of the concept.
NA	Indicates that the topic has not yet been covered.

### KINDERGARTEN THROUGH **GRADE 8**

Students in Kindergarten through Grade 8 use two grading scales.

One scale is comprised of numeric and letter grades and applies to core academic areas/classes as shown below.

97-100 A+	87-89 B+	77-79 C+	67-69 D+
93-96 A	83-86 B	73-76 C	63-66 D
90-92 A-	80-82 B-	70-72 C-	60-62 D-

The other scale is comprised of AGL, OGL, and BGL and applies to special area classes as shown below.

ABOVE GRADE LEVEL - 3	ON GRADE LEVEL - 2	BELOW GRADE LEVEL - 1
The student consistently exceeds grade level expectations and demonstrates a thorough understanding of the content area. The student consistently applies and/or demonstrates the skills and/or behaviors expected and is working above grade level according to RPA curriculum standards and benchmarks in the content area.	The student meets grade level expectations and demonstrates an understanding of the content area. The student generally applies or demonstrates the skills or behaviors expected and is working at grade level according to RPA curriculum standards and benchmarks in the content area.	The student is making progress toward meeting grade level expectations. The student demonstrates limited understanding of the content area. The student occasionally applies or demonstrates the skills or behaviors expected and is working below grade level according to RPA curriculum standards and benchmarks in the content area.

**MIDDLE SCHOOL GRADING POLICY – GRADES 6 THROUGH 8**

Assessment of student mastery of subject matter is to be determined as follows:

1 <sup>st</sup> Quarter	40%	3 <sup>rd</sup> Quarter	40%
2 <sup>nd</sup> Quarter	40%	4 <sup>th</sup> Quarter	40%
1 <sup>st</sup> Semester Exam	20%	2 <sup>nd</sup> Semester Exam	20%

Year average is: 50% 1<sup>st</sup> Semester and 50% 2<sup>nd</sup> Semester

**D. STUDENT CHARACTER DEVELOPMENT GRADES**

Character development grades for all grades use the following scale:

<b>E=Excellent</b>	<b>G = Good</b>		<b>I - Improving</b>	<b>N – Not Improving</b>
The student consistently exceeds grade level expectations and demonstrates a thorough (consistently above average for grade) understanding and demonstration of the behavior measured.	The student meets grade level expectations and demonstrates a basic (average for grade) understanding and demonstration of the behavior measured.		The student is making progress toward meeting grade level expectations. The student demonstrates limited (average and below for grade) understanding and demonstration of the behavior measured.	The student is not making progress toward meeting grade level expectations. The student demonstrates unsatisfactory (below for grade) understanding and demonstration of the behavior measured.

The student conduct grades on the report card represent a subjective assessment of the behaviors and attitudes of the student against the school's code of conduct and discipline policy. Conduct marks are used in the eligibility assessment for sports and extracurricular activities.

**E. RELATED ARTS — MUSIC, ART, TECHNOLOGY, EXPLORATORIUM, AND PHYSICAL EDUCATION**

Students will be assessed and graded according to the grading scale below.

<b>ABOVE GRADE LEVEL -3</b>	<b>ON GRADE LEVEL-2</b>	<b>BELOW GRADE LEVEL-1</b>
The student consistently exceeds grade level expectations and demonstrates a thorough understanding of the content area. The student consistently applies and/or demonstrates the skills and/or behaviors expected and is working above grade level according to RPA Curriculum standards and benchmarks in the content area.	The student meets grade level expectations and demonstrates an understanding of the content area. The student generally applies or demonstrates the skills or behaviors expected and is working at grade level according to RPA Curriculum standards and benchmarks in the content area.	The student is making progress toward meeting grade level expectations. The student demonstrates limited understanding of the content area. The student occasionally applies or demonstrates the skills or behaviors expected and is working below grade level according to RPA Curriculum standards and benchmarks in the content area.

## F. EFFORT GRADES

In Kindergarten through grade 8, each subject teacher will assess an effort grade using the following scale for the report card. Effort grades may be used in the eligibility assessment procedures for athletics, clubs, and for other extracurricular activities.

E=Excellent	G = Good	I - Improving	N – Not Improving
The student consistently exceeds grade level expectations and demonstrates a thorough (consistently above average for grade) understanding and demonstration of the behavior measured.	The student meets grade level expectations and demonstrates a basic (average for grade) understanding and demonstration of the behavior measured.	The student is making progress toward meeting grade level expectations. The student demonstrates limited (average and below for grade) understanding and demonstration of the behavior measured.	The student is not making progress toward meeting grade level expectations. The student demonstrates unsatisfactory (below for grade) understanding and demonstration of the behavior measured.

## G. SEMESTER EXAMS

Middle school students will take cumulative exams at the end of each semester. Students are not permitted to keep a semester examination, but parents may review the examinations with the Dean of Upper School and teacher upon request. A student who has an excused absence on an examination date will be allowed a make-up day. Parents are required to have made all tuition payments that are due before students can take exams.

Students in 8<sup>th</sup> grade may be exempt from final exams (2<sup>nd</sup> semester) if a combined average (for the year) of 94.50 or higher is achieved in a particular subject. The average for each subject will be determined in May and will include 4<sup>th</sup> quarter grades. Eighth grade students will receive more information in January regarding exemption from final exams. Students in Grades 6 and 7 will be required to take final (2<sup>nd</sup> semester) exams.

## H. REPORT CARDS / PROGRESS REPORTS

Shortly after the end of each quarter, copies of report cards are distributed to the students. Parents are notified through our weekly e-newsletter regarding when report cards will be sent home. Report cards are official school records, but only the final grading period report card becomes part of the student's permanent school transcript.

In addition to quarterly grade reports, parents will be notified to check FACTS, our online grading program, in order to view their child's progress report online at the mid-point of each quarter. Parents will have access to FACTS throughout the entire year and can view their child's progress whenever convenient.

## I. HONOR ROLL

While academic achievement and character development should be its own reward, students do derive added incentive from the knowledge that their efforts in all areas of Integral Formation may receive special recognition from Royal Palm Academy.

- **High Honor Roll** — Awarded to students in Grades 5 through 8 who have achieved a cumulative average of 92.5 or above in all academic subject areas and have earned individual class grades greater than or equal to 89.5. Also, High Honors students must

maintain a minimum of “Improving” in all effort/character grades and a minimum of “On Grade Level” status in all related arts classes.

- **Honor Roll**— Awarded to students in Grades 5 through 8 who have achieved a cumulative average of 86.5 or above in all academic subject areas and have earned individual class grades greater than or equal to 82.5. Also, Honor Roll students must maintain a minimum of “Improving” in all effort/character grades and a minimum of “On Grade Level” status in all related arts classes.

## J. HOMEWORK

Homework is an effective means for students to assimilate and practice concepts and material covered in class. The amount of homework assigned daily varies by course and grade level. It is for the students’ benefit that they complete the assigned homework.

Teachers and students in grades 2-8 will use the student agenda to record assigned homework. As needed, students may be asked to present their agendas to their parents and/or teachers for review and signature.

Students are expected to follow the teacher’s instructions concerning homework due dates. If a family situation occurs that legitimately prevents students from completing homework, a parent’s note to the teacher is required to explain the situation. Repeated failure to complete homework could result in point loss.

Parents can help their child acquire the intellectual discipline needed to succeed in academic studies by creating a neat and orderly study environment at home. A regular homework routine at a desk or table in a well-lighted and quiet area without music or television in the background will promote an atmosphere conducive to study. It is important that students be academically well prepared for the future. In addition, it is a priority to help students find balance in life and have time for their families, sports, faith-life, and recreation. Holidays and extended breaks are designed to support family bonding and student renewal. Therefore, homework is not assigned during these times.

Recommended homework guidelines per grade are as follow (approximate time allotments per day). These times are guidelines only; homework is issued as needed and is coordinated with teachers at each grade level. The amount noted below is for all subjects combined.

- Kindergarten: up to 15 minutes
- 1st Grade: 15-20 minutes
- 2nd Grade: 20-30 minutes
- 3rd Grade: 40-60 minutes
- 4th Grade: 40-60 minutes
- 5th Grade: 60-90 minutes
- 6th Grade: 75-90 minutes
- 7th Grade: 90-120 minutes
- 8th Grade: 90-120 minutes

## K. SCHOOLWORK MISSED / LATE DUE TO ILLNESS OR VACATION

Students are expected to make up any schoolwork they miss due to absences from school. To minimize disruption and promote a stable environment, *the school strongly discourages families from taking vacations while school is in session.* For students who must miss school, teachers may be able to assign some work prior to the student’s departure. Upon returning, the student must

check with the teacher to determine assignments that should be completed. It is expected that work will be submitted within a reasonable timeframe, typically within one day for every two days absent.

## **L. ACADEMIC HONESTY**

Academic honesty is an essential foundation for true intellectual formation and character development. Each student is expected to maintain a high level of integrity and honesty in schoolwork. Handing in tests or assignments as one's own which have been done by another student or other person or with answers taken from another student *violates academic honesty* and is, therefore, strictly forbidden. Plagiarism, another serious violation of academic honesty, is copying words or ideas from another source, including the internet, in a written or oral composition without giving proper credit and citation to that source. Students who violate academic honesty will be assigned a zero on the assignment involved. In addition, further disciplinary action up to expulsion may be taken at the discretion of the Head of School and/or Dean of Lower School or Dean of Upper School.

## **M. ACADEMIC WARNING**

As an expression of the school's concern for the student's academic performance, teachers will advise parents when a student's grade has dropped below a C- level any time during a quarter. Students will be placed on *Academic Warning* when they receive one or more Ds or lower (a numeric grade of 69.4 or lower) on a report card. Parents will receive written notification from the Head of School when a student is placed on *Academic Warning*. The Head of School, the Dean of Lower/Upper School, the teacher, and the family will work together to provide needed academic assistance and formation support to help the student raise his/her grade(s) to an acceptable level.

The student will have one complete nine-week term to raise his/her grade(s) to an acceptable level (C- or higher). Students unable to raise their grade(s) sufficiently during that nine-week term will again be placed on *Academic Warning*. Students on *Academic Warning* still are eligible to participate in certain extracurricular programs and athletics. Some academic competitions, i.e., Scholar Bowl, will require that a student not participate if the student is on *Academic Warning*. However, as soon as the student raises his/her grade(s) to 69.5 or higher in any given subject, he/she will be allowed to participate.

## **N. ACADEMIC PROBATION**

A student will be placed on *Academic Probation* if a grade of D or lower is not brought up to an acceptable level (C- or higher) by the end of an established *Academic Warning* period (see Academic Warning section above). Parents will receive written notification from the Head of School when a student is placed on *Academic Probation*, and the student will continue to receive academic assistance and formation support to help him/her raise the grade(s) to an acceptable level.

If the student does not raise the grade(s) to an acceptable level after two consecutive grading periods, the student may no longer be eligible for admission to Royal Palm Academy. Students on *Academic Probation* are NOT eligible to participate in extracurricular programs and athletics.

If a student raises his/her grade(s) to an acceptable level after having received one or more D's or lower, and subsequently receives one or more D or lower again (a grade of 69.4 or below), he/she immediately will be placed on *Academic Probation* again.

## **O. PARENT / TEACHER CONFERENCES**

Parent/teacher conferences are held at the end of the first and third quarters. Parents will have an opportunity to discuss any concerns about their student's progress at that time. If further discussion

of the student's progress is needed, a teacher or parent may request a special conference be arranged with the Dean of Lower School or Dean of Upper School.

## **HUMAN FORMATION**

Human formation pertains to the psychological, social, and physiological aspects of the person. It involves character formation and learning to live one's life in ways that most dignify human nature. This involves first the formation of a disciplined will, of learning to be master of oneself through acquiring virtue, and second the development of the conscience through adherence to moral principles and values.

Character is at the core of authentic leadership. Character allows one to master oneself to be faithful to one's personal convictions. Human formation is the development of a strong and virtuous character. This process involves assisting students in growing in virtue, self-confidence, and leadership skills while building personal convictions based in truth.

Human formation cultivates a person's sensibility to what is good, just, and beautiful, recognizing the harmony of creation in relation to man, nature, and society. It also includes social etiquette and an appreciation for the arts and physical fitness, resulting in a healthy mind in a healthy body.

Graduates of Royal Palm Academy are persons of character and integrity:

- Their behavior reveals that they possess principles based in truth that govern their actions and passions. As mature individuals they show firmness of will and self-control.
- They value and cultivate the virtues of justice, sincerity, commitment, honesty, fidelity to their word, and a well-formed conscience.
- They have a healthy self-confidence and respect for others.
- They present themselves appropriately in all situations, being neatly groomed and attired.
- They are articulate, capable of convincing others of the truth with charity and consideration.
- Because of their generosity, perseverance, trustworthiness, sense of duty, and responsibility, they are valued members of their community.
- Their charity, integrity, honesty, and compassion make them good and loyal friends.
- They value good health, hygiene, physical fitness, and the benefits of putting these into practice.

### **A. VIRTUE PROGRAM**

The main objective of the school virtue program is to offer students, teachers, and parents a means to know, value, practice, and internalize virtues in a consistent and committed manner. The focus is on the practice and acquisition of specific virtues in the imitation of Christ and in collaboration with the Holy Spirit. Virtue is a habitual and firm disposition to do the right thing. It allows the person not only to perform good acts but also to give the best of oneself.

Students at Royal Palm Academy are provided ongoing opportunities to exercise virtue daily. Virtue is taught and encouraged in all activities and circumstances of school life. The goal is to help students intellectually understand and internalize the virtues they are asked to practice. This serves to make these virtues part of their own life principles, helping students become true leaders of character. For this reason, Royal Palm Academy considers formation in virtue a vital component of the educational program.

### **B. VIRTUE CAMPAIGNS — DISCIPLE OF CHRIST / EDUCATION IN VIRTUE**

A campaign is a formal activity to positively motivate students to develop and deepen the practice of virtue; human, spiritual, some form of apostolic initiative, or social etiquette; charity, orderliness, homework completion, punctuality, responsibility; love of the Eucharist; devotion to Mary, etc.



Campaigns are primarily exercised in lower and middle school. Throughout the year, the school carries out a series of virtue campaigns aimed at helping students practice spiritual and human virtues. Campaigns help create school spirit and unity in understanding, living, and internalizing virtue. The basics of a campaign include defining a virtue, providing opportunities to practice the virtue in everyday situations, and reinforcing these with motivating activities outlined in the campaign. Parents are encouraged to review all campaign materials sent home by the school and to actively participate in them with the recommended at-home activities.

### **C. FORMATIVE DISCIPLINE**

A disciplined environment is essential for the school to achieve its education and formation goals. Consistent with its emphasis on the integral formation of the student is the school's formative approach to discipline.

Formative discipline is not discipline-based; it does not demand that certain consequences automatically accompany certain actions. Rather, formative discipline seeks to positively motivate students, guiding them to identify and choose what is good and just. Formative discipline does not impose expectations and rules on the student, but motivates the student to understand, value, and internalize expectations that reflect virtue, proper habits, and principles of life. Students are informed of the rules and are given the rationale behind them. They are encouraged to see the benefit of these expectations for themselves and for others. Formative discipline requires more time and effort than does punitive discipline. Most importantly, it requires personal attention to the student. This means assisting the student in understanding their actions and in learning how to put into practice what is right for themselves and for others. It allows students to experience the good feeling of doing what is right, thus making them desire to choose to do the right thing consistently throughout their lives.

Formative discipline is possible only with ongoing cooperation between parents and the school. Communication with parents must be timely and consistent. Positive results are achieved when faculty, students, and parents work together. Formative discipline requires dedication, consistent and continuous positive motivation, and commitment to the student.

The Head of School ultimately is responsible for maintaining overall formative discipline within the school; teachers are directly responsible for the formative discipline and management within the classroom and related areas.

In order to promote an effective and respectful communication between employees and students, the following examples should be considered.

Appropriate verbal interaction between employees and students:

- Positive reinforcement
- Encouragement
- Praise
- Appropriate Jokes

Inappropriate verbal interaction between employees and students:

- Shaming
- Belittling
- Harsh language that may frighten, threaten, or humiliate
- Derogatory remarks
- Derogatory remarks about the employee or student or about their family
- Name calling
- Cursing
- Telling secrets
- Discussing sexual issues or personal problems or issues of employees
- Telling off color or sexualized jokes

Personnel, parents, and students are encouraged to report any inappropriate displays to the Dean of Lower School, Dean of Upper School, or Head of School. Often, signs of inappropriate verbal interaction between employees and students, though not done maliciously, may affect the emotions of students in a negative way.

## **D. STUDENT CONDUCT**

Royal Palm Academy holds Jesus Christ as the ideal and model. The virtues of respect for self and others, charity, honesty, justice, and responsible stewardship are emphasized. Royal Palm Academy *expects* that students will exhibit concern and charity in their dealings with other members of the school community (fellow students, teachers, administrators, and all other workers, guests, and visitors to the school). Royal Palm Academy faculty and staff may counsel and correct a student when appropriate at any place in the school.

The essential expectation for student behavior is that students conduct themselves in a mature and dignified manner at all times, as follows:

- Students arrive to school in the appropriate full uniform which is clean and pressed. Any mended areas need to be neat and unnoticeable. A student's personal presentation should be well maintained.
- Students should be at their desks with all books and materials ready as directed by the teacher. Students are not permitted to leave the room during class without permission.
- Students are expected to observe appropriate, modest posture at all times. The class is to stand and greet an adult each time a guest enters the classroom unless directed otherwise by the teacher.
- When the student has a question to bring to the class, he/she should raise his/her hand and wait until the teacher asks him/her to speak.
- Students keep classrooms and personal belongings clean and well-ordered
- Students are expected to conduct themselves in a respectful manner in class and during class transitions, both in the school buildings and on the school campus. Student conduct in the school will be appropriate and quiet; all Pre-K through 3<sup>rd</sup> Grade students are accompanied by their teacher and walk (not run) to and from classes in lines, always moving to the right to allow others to pass. 4<sup>th</sup> through 8<sup>th</sup> Grade students transition between classes independently but are expected to follow the same practices and manners.
- Students are expected to greet religious, school faculty and staff, parents, visitors, and fellow students politely and courteously when they see them throughout the day.
- Students are expected to conduct themselves in a controlled and respectful manner at lunch and during recreational periods and to keep sports fields and campus grounds clean and litter-free.
- Students adhere to standard norms at all times in the lunch area. Good table manners, proper dining etiquette, and cleaning up after oneself makes for a pleasant dining experience for all.
- Food and beverages are to be consumed only in designated areas. Chewing gum is not permitted on the school premises.
- Students respect one another and their property as he or she would want to be respected.
- Students keep personal belongings in good form. Uniform items, books, binders, folders, jackets, or backpacks are kept free of inappropriate writing, graffiti, or décor.

## **E. STUDENT CONDUCT OFF-CAMPUS**

The growth in virtue and maturity pursued by each student at Royal Palm Academy cannot be limited to on-campus behavior. At all times, whether on campus or off, the student's conduct should reflect his or her principles and those of the school. Royal Palm Academy expects students to exhibit personal integrity in all their actions. Certain off-campus behavior that reflects badly on the school will be subject to disciplinary action at the discretion of the Dean of Lower/Upper School or the Head of School.

The school administration reserves the right to discipline students for off-campus conduct when it is determined that deliberate defamation of a teacher, student, or other member of the school community has taken place. Public forums and community events include, but are not limited to, email, instant/text messages, Internet blogs, message boards, Web site postings, social networking, sporting events, and field trips.

## F. MISCONDUCT

Royal Palm Academy has established norms of conduct that aim to help students form themselves and assist the school to maintain a safe, orderly, and formative atmosphere. The following is a list of serious instances of misconduct. This list is not meant to be all-inclusive; however, it will serve as a guide for students in the correct use of their freedom. The school will review violations in light of the individual and the common good of the entire school community. Among others, the following infractions are considered examples of serious grounds for disciplinary action up to and including *suspension* or *expulsion* from Royal Palm Academy.

- Profanity, vulgarity, or abusive verbal or body language
- Lying, disobedience, or lack of respect toward administration, faculty members, staff, or peers
- Constant failure or refusal to comply with disciplinary measures or habitual criticism of school norms
- Fighting, bullying, or causing bodily harm to another student or threatening another student or member of the staff
- Cyber-bullying in all its forms to include harassment of students or faculty via the Internet, message boards, cell phones/text messaging, etc.
- Inappropriate social media communications in all its forms to include Internet, cell phones/text messages, etc.
- Grave mistreatment of school property or destruction of such property, including intellectual property, books, furniture, lab equipment, audio-visual equipment, etc.
- Theft of any kind, from the school or from fellow students
- Excessive tardiness without excuse or justification, either to school or to daily classes
- Truancy, including extending holidays or weekends with unexcused absence
- Leaving campus or being absent from class during school hours without permission
- Copying another's homework, assignments, tests, exams, or attempting to obtain copies of the exams and answer keys before they are administered (cheating)
- Falsification of school documents or permissions; forgery of documents or of a parent's signature.
- Use, possession, or distribution of pornographic materials
- Texting or sending pornographic photos via cell phone
- Inappropriate displays of affection; sexual misconduct of any kind
- Inappropriate sexual contact or harassment
- All forms of harassment, including sexual harassment and false accusations of harassment
- Use, possession, or trafficking of tobacco, alcohol, drugs, firearms, knives, or other weapons on or off campus
- Improper conduct outside school hours, especially when actions may cause scandal or damage to the school's reputation

Any student involved in *any* illegal activity, including placing the well-being and safety of the Royal Palm Academy community at risk, *will be reported to the police*. Illegal activity includes, but is not limited to, the possession of weapons, drugs, alcohol, or any substance or article deemed to place the student or the community at risk.

The school reserves the right to conduct random searches of anyone on school property at any time. This includes: a purse, tote bag, backpack, briefcase, lunchbox, book bag, or any other type of personal property, or to require students to empty their pockets. If a weapon is found, it will be immediately confiscated, and the parents and appropriate authorities will be notified. **The school**

**reserves the right to search anyone and, by entering the school, the person agrees to submit to a search upon request. Students have no right to privacy while they are on school property.**

## **G. BULLYING**

Bullying is an inappropriate behavior that has destructive and negative effects on individual students and on the overall climate of a school. All students are entitled to a safe and secure learning environment. It is important that teachers, students, and parents take a stand against all bullying behaviors.

Royal Palm Academy expects that all students refrain from becoming involved in any bullying behaviors. Failure to comply with these expectations will result in disciplinary action according to the established procedures/regulations. In addition, it is expected that all bystanders (third party witnesses) will refrain from supporting bullying behaviors in either an active or in a passive manner. In fact, it is further expected that bystanders will report the bullying incident(s) to the designated authority.

Bullying, a form of harassment repeated over a period of time, results in those being bullied not being able to defend themselves due to an imbalance of power. The three main types of bullying are physical, verbal (direct and indirect), and relational.

A student who is harassed by another student is encouraged to contact an adult (parent, teacher, coach, moderator, counselor, advisor, or administrator) as soon as possible. Bystanders to the situation also are encouraged to contact an adult immediately. The teacher or other adult should take the necessary steps to investigate the situation and address it as deemed appropriate.

If the behavior continues, the victim should contact the same adult(s) he or she contacted previously. The teacher or other adult(s) should issue the appropriate consequences and contact the parents of the students involved.

At any time during the investigative process, if a pattern has developed, the teacher will notify an administrator. The administrator will investigate the complaint and, if warranted, will meet individually with each student involved. The administrator will contact the parents of both the victim and of the offending student at this point, in addition to giving an appropriate consequence. While no student should ever hesitate to report misbehavior, any student who knowingly and willingly falsely accuses another student of bullying could be subject to disciplinary action.

If the offending student further continues the bullying behavior, he/she will receive disciplinary action, up to and including suspension from school.

If the bullying behavior persists after the disciplinary action, the offending student may be dismissed from school.

## **H. PROTOCOL FOR ADDRESSING AND COMMUNICATING MISCONDUCT**

### **STEP ONE:**

When a student has demonstrated a lack of cooperation with a given school/classroom rule, teachers are to address the student in a calm, assertive, professional manner. It is encouraged that teachers take time out of the class setting to discuss with the student his/her behavior pattern in a one-on-one conversation. The goal is to seek to identify circumstances that may be affecting the student's behavior, including peer influences, seating arrangement, home/family dynamics, misunderstanding classroom expectations, negative attitude, etc.

**STEP TWO:**

If the behavior persists, teachers are to contact the parent(s)/guardian(s) via email through FACTS Behavior Log, identifying the pattern of behavior that has been observed, what action has taken place so far, and what the plan of action is moving forward. Plans may include corrective action at home and at school if the behavior persists. The plan may include a positive reinforcement plan to motivate the student to modify their behavior. Depending on the nature of the misconduct, a phone call followed-up with a shorter Behavior Log for record keeping may be preferable.

**STEP THREE:**

If the behavior persists, a roundtable meeting may be requested by the teacher or by the Dean of Lower/Upper School. Parents are informed via Behavior Log email or by phone call (preferred) with a Behavior Log follow-up email for record keeping. At the roundtable meeting, a formative discussion will be had with the teacher, house advisor, dean, parent, and student. Specific behavior plans and/or disciplinary action may be a necessary part of the discussion.

**DETENTION:**

If deemed appropriate, detentions, either during recess or before/after school (Grades 1-8) will follow a format in accordance with the school's formative discipline approach.

**SUSPENSION:**

A student may be suspended for serious misconduct or for repeated occurrences of less serious misconduct. Suspensions may last from part of one school day up to five full school days. The Dean of Lower/Upper School or Head of School may assign the suspended student an academic project to be completed during the suspension period. In addition, suspended students must make up assignments missed during the suspension period. While on suspension, students are not eligible to participate in extracurricular programs or activities.

**EXPULSION:**

A student may be asked to withdraw from the school for extreme forms of misconduct or for continual neglect of basic regulations and conduct expectations, either on or off Royal Palm Academy property. Such a severe penalty would warrant the intervention of the Head of School. An appeal of an expulsion may be made only to the Head of School. This appeal will be considered only if the Head of School agrees that new information regarding the situation has become available.

**I. DRUG-FREE AND ALCOHOL-FREE SCHOOL ENVIRONMENT**

The objective of this policy is to provide a safe, healthy, and productive school environment for students, staff members, and visitors appropriate for the development of the students' integral formation. The *use of drugs* inflicts very grave danger on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct cooperation in evil since they encourage people to practices gravely contrary to moral law (CCC 2291). The school's mission and philosophy require the promotion of a healthy lifestyle. Thus, it is strictly forbidden for students to possess, use, or distribute alcohol or other illegal drugs. While this policy focuses primarily on student conduct on school grounds or at school-sponsored functions, the school also reserves the right to take disciplinary action, including expulsion, should serious misconduct occur outside school.

The school will use whatever means available to work toward a drug-free and alcohol-free campus. This includes involving local authorities and increasing internal surveillance and checks of students and items they bring on school property following these guidelines:

1. Any student found selling, promoting the sale of, or in any way trafficking alcohol, prescription drugs, or other illegal chemicals will be expelled from the school. His/her parents will be notified of the offense, and the proper law enforcement authorities will be informed. When possible, any confiscated illegal substances will be given to those authorities.

2. Any student found to have willingly and knowingly received alcohol, prescription drugs, or other illegal chemicals while at school or at a school-sponsored event, whether or not in exchange for money, will be subject to immediate expulsion. The school will weigh the nature of the offense and the student's disciplinary and academic records before deciding on expulsion.
3. Any student found under the influence of or in possession of alcohol or other illegal chemicals will face serious school consequences. *Possession* includes materials found in his/her school-assigned locker, backpack, etc. Parents will be notified of the offense, and the proper law enforcement authorities will be informed. Whenever possible, any confiscated illegal substances will be given to those authorities. Consequences given the student will depend on the nature of the incident and his/her disciplinary record to that point.
4. A student who commits a second violation of use or possession shall be expelled.
5. Depending on the local state law, students who are expelled from a school for alcohol or drug violations may be required to travel with an official form that notifies other schools of this record.
6. If the student is allowed to remain at the school, consequences will take the following forms:
  - a. The disciplinary consequences for such misconduct will be suspension from school, extended time in detention, and a 60 school-day ban on participation in all extracurricular activities. Failure to comply with these disciplinary consequences will result in automatic and immediate expulsion. Should the student be allowed to return, he/she should expect to be on probation during all or part of the next school year.
  - b. The 60 school-day ban from participation in all activities is set by the Dean of Lower/Upper School. During the 60 days, the student is not allowed to participate in any activities in any manner (practice, dress, travel, organized workouts, rehearsals, etc.). The student must serve the *entire* 60 school-day ban before he/she is eligible to resume participating in activities.
  - c. In this context, *school-day* means a day that counts as an instructional day in the school calendar. This does not include weekends or holidays during the school year or summer vacation. Thus, a student who has not completed the 60 days by the end of one school year is ineligible to participate in any school activities that summer and at the start of the next school year until the 60 day ban has been completed.

The abuse of alcohol and illegal drugs cannot be tolerated in the school, as this would be against the mission of Royal Palm Academy and the formative environment required for the integral formation of the students.

To ensure that our environment is a safe one for all, the school administration will conduct or arrange for the conducting of searches of persons, lockers, personal effects, and other property located on school premises of students suspected or alleged to be involved in any of the activities listed in this policy.

To ensure that our environment is a safe one for all, the school administration will conduct or arrange for the conducting of drug testing of students suspected or alleged to be involved in any of the activities listed in this policy. This means that, during the year, administrators will select these students to be tested for the presence of drugs and/or alcohol.

1. This test may involve the production of a urine sample and/or the cutting of a small piece of hair by a third-party medical provider agreeable to both the school and the parents. Parents will be notified and will be provided with a copy of the results, which they agree to share with the school.

- The school reserves the right at any time to require a student suspected of being under the influence of or in possession of an illicit substance to undergo a drug test. Any student who refuses to consent to a required drug test may be expelled.

## J. SCHOOL UNIFORM

The school uniform can be ordered from Lands' End and should conform to the following requirements. How to order uniforms:

- Visit <http://landsend.com/myschool>
- Create an account or sign in with your existing account
- Search for Royal Palm Academy or by our school ID number: 900135625
- Use the True Fit tool to find your child(ren)'s right size(s)
- Place your order
- You can also place an order by calling Lands' End: 6am-12am (CST) at 1-800-469-2222

Pre-Kindergarten 3 & Pre-Kindergarten 4			
	Formal Uniform	Informal (daily) Uniform	Outerwear
Girls	Lands' End Uniform navy-blue polo dress Navy-blue cartwheel shorts, navy-blue tights, or navy-blue leggings are <b>required</b> with polo dress	Lands' End Uniform navy-blue polo dress Navy-blue cartwheel shorts, navy-blue tights, or navy-blue leggings are <b>required</b> with polo dress	Lands' End Uniform Cardigan sweater or Fleece jacket for cold weather
Boys	Lands' End Uniform navy-blue polo shirt Lands' End Uniform khaki pants	Lands' End Uniform navy-blue polo shirt Lands' End Uniform khaki shorts	V-neck sweater or Fleece jacket for cold weather
Shoes	<b>Any</b> closed toe sneaker or athletic shoe. No lights or sounds. White ankle socks		

Kindergarten – 5 <sup>th</sup> Grade			
	Formal Uniform	Informal (daily) Uniform	Outerwear
Girls	Lands' End Uniform plaid jumper with Lands' End Uniform white polo shirt Navy-blue cartwheel shorts, navy-blue tights, or navy-blue leggings are <b>required</b> with plaid jumper	Lands' End Uniform navy-blue polo dress Navy-blue cartwheel shorts, navy-blue tights, or navy-blue leggings are <b>required</b> with polo dress	Lands' End Uniform navy-blue fleece jacket (required) Lands' End Uniform navy-blue cardigan sweater (optional)
Boys	Lands' End Uniform navy-blue polo shirt Lands' End Uniform khaki pants with solid brown belt	Lands' End Uniform navy-blue polo shirt Lands' End Uniform khaki shorts with solid brown	Lands' End Uniform navy-blue fleece jacket (required)

	(required starting in 3 <sup>rd</sup> grade) Mid-calf white socks (optional in lieu of ankle socks)	belt (required starting in 3 <sup>rd</sup> grade)	Lands' End Uniform navy-blue cardigan sweater (optional)
Shoes	Sperry Uniform shoes <b>required</b> . See Uniform shoe section for details. White ankle socks		

<b>Middle School: 6<sup>th</sup> Grade – 8<sup>th</sup> Grade</b>			
	<b>Formal Uniform</b>	<b>Informal (daily) Uniform</b>	<b>Outerwear</b>
Girls	Lands' End Uniform plaid skort Lands' End Uniform button-down shirt Lands' End Uniform navy-blue cross-over tie Lands' End Uniform navy-blue cardigan sweater (required during winter) Navy-blue tights or navy-blue leggings are optional in cold weather	Lands' End Uniform plaid skort Lands' End Uniform white or navy-blue polo Navy-blue tights or navy-blue leggings are optional in cold weather	Lands' End Uniform navy-blue fleece jacket (required)
Boys	Lands' End Uniform plaid tie Lands' End Uniform white short-sleeve button-down shirt Lands' End Uniform khaki pants Solid brown belt (required) Mid-calf white socks (optional in lieu of ankle socks) Lands' End Uniform navy-blue v-neck sweater (required during winter)	Lands' End Uniform navy-blue polo shirt Lands' End Uniform khaki shorts Solid brown belt (required)	Lands' End Uniform navy-blue fleece jacket (required)
Shoes	Sperry Uniform shoes <b>required</b> . See Uniform shoe section for details. White ankle socks		

**PE Uniform: ALL STUDENTS Pre K – 8<sup>th</sup> Grade**



Girls & Boys	<p>Warm days: Lands' End Uniform red dry-fit PE shirt &amp; Lands' End Uniform navy-blue PE shorts</p> <p>Cold days: Lands' End Uniform navy-blue sweatshirt top &amp; Lands' End Uniform navy-blue sweatpants bottom <u>over top</u> of PE shirt and PE shorts.</p> <p><i>Students may choose to wear "cold day" PE Uniform but may not mix-and-match; sweatpants must be worn with sweatshirt. If it gets warmer, students may remove both sweatpants and sweatshirt with standard PE uniform underneath.</i></p> <p><i>Girls may not wear tights or leggings in lieu of PE shorts.</i></p>
Shoes	Any closed-toe athletic shoe and white ankle socks

<b>Lands' End Uniform Shoes K-8</b>
<p><b>Sperry brand shoes are required for all students in grades K-8.</b></p> <p>Available online at: <a href="https://www.sperry.com/en/kids-features-Lands' End Uniform">https://www.sperry.com/en/kids-features-Lands' End Uniform</a></p> <p>May be purchased anywhere but must conform to Sperry Lands' End Uniform shoe style:</p> <ul style="list-style-type: none"> <li>• Colors must be tan or brown, solid or two-tone</li> <li>• No beige, other colors, color highlights, or patterns</li> <li>• No slip-ons, no slippers, no moccasins</li> </ul>

## K. DRESS CODE

The school dress code and uniform policy contribute in a very important way to the overall identification of Royal Palm Academy. The dress code enhances student morale and the learning environment. It creates a positive atmosphere, adds a sense of pride and unity, and reduces negative competition among the students. Royal Palm Academy students are expected to wear their uniform in a manner that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement.

All students are expected to be in the full appropriate and seasonal uniform each day. The uniform code is to be respected outside designated school hours. The Royal Palm Academy uniform is only to be worn for designated school-related activities outside school hours.

The school dress code is maintained throughout the day. A breach of dress code includes:

1. Incomplete or mismatched uniform. This includes uniform pieces not purchased from our supplier.
2. Use of makeup, hair, jewelry, or accessories beyond the criteria below
3. Unwashed, unkempt, or inappropriately styled hair according to the criteria below
4. Unclean or inappropriate dress including but not limited to untied shoes, untucked shirts, rolled skirts, non-uniform socks, tattered/ripped/dirty/ill-fitting clothing and/or shoes

	<b>Girls</b>	<b>Boys</b>
<b>Hair, Make up, Tattoos and other body markings</b>	<p>Hair should be clean and well groomed. No extremes in hairstyles or color are acceptable.</p> <p>The following forms of make-up are <b>not</b> permitted: Eye shadow, mascara, eyeliner, and lipstick. *Note: Discreet (as determined by MS faculty) use of foundation/cover-up for MS girls is allowed.</p> <p>Only <b>clear</b> Nail Polish will be allowed.</p> <p>Artificial nails are <b>not</b> permissible.</p> <p>Tattoos are <b>not</b> permissible.</p>	<p>Hair should be clean, groomed, well-trimmed and moderate in style. No extremes in hairstyles, length or color are acceptable. Hair should not touch the student's eyebrows or shirt collar or cover the student's ears. Ornamental hairstyles such as mohawks, mullets, engraving/messaging, etc. are not permitted. No ponytails or headbands.</p> <p>Tattoos are <b>not</b> permissible.</p> <p>Ear and/or body piercing and other styles of markings are <b>not</b> permissible.</p>
<b>Dress Down Days/Spirit Days</b>	<p>These may be announced for special occasions. Dress Down Days will <b>always</b> be confirmed by the RPA Administration and should never be assumed without proper notification. Parameters appropriate to the occasion will be determined and announced by the administration in advance.</p> <p>Items prohibited on dress down days:</p> <ol style="list-style-type: none"> <li>1. Clothing that is deemed too offensive as per RPA Administration (depicts violence, alcohol, etc.)</li> <li>2. Tops that leave midriff bare</li> <li>3. Skirts or dresses that are shorter than uniform</li> <li>4. Short shorts</li> <li>5. Immodest tops (spaghetti straps or immodest neckline)</li> <li>6. No Ripped Jeans/No Leggings</li> </ol>	<p>These may be announced for special occasions. Dress Down Days will <b>always</b> be confirmed by the RPA Administration and should never be assumed without proper notification. Parameters appropriate to the occasion will be determined and announced by the administration in advance.</p> <p>Items prohibited on dress down days: Clothing that is deemed too offensive as per RPA Administration (depicts violence, alcohol, drugs etc.)</p>

**L. EXTRACURRICULAR PROGRAMS AND CLUBS**

Extracurricular programs and cultural clubs offer a means of developing positive interests and qualities in students, supporting integral formation. These programs and clubs provide healthy recreation and a constructive use of free time; they foster the students' identification with the school in a different setting within the school community. The fine-arts extracurricular activities, such as those held after regular school hours, help students understand the process of and elements involved in artistic and creative expressions, enrich the students' aesthetic and spiritual sensitivity, and foster an appreciation of the fine arts as part of a balanced formation.

Since these activities are regarded as valuable to the educational program, Royal Palm Academy encourages participation as a complement to academic life. However, students should avoid participating in too many extracurricular activities to ensure they can keep their commitments. Students who attempt to participate in an excessive number of extracurricular activities will undoubtedly be in a position of conflict regarding obligations. In such a case, activity sponsors can help students with the appropriate resolution.

## **M. EXTRACURRICULAR ATHLETICS**

Athletics are an important part of a student's human formation at Royal Palm Academy. Athletics are a means to form the will, channel the passions, exercise teamwork, and respect and obey the authority reflected in the coaches and game rules. Athletics provide the opportunity to exercise the Christian virtues of charity, obedience, patience, fortitude, and humility. Human virtues, such as punctuality, order, discipline, honesty, and self-denial, are developed through healthy athletic participation.

Overall, the extracurricular athletic program aims to:

1. Promote the integral formation of students through their participation in a safe, high-quality athletic program
2. Foster virtue, teamwork, athletic skills and ability, and wholesome psychological development for all students
3. Ensure that the healthy competition and entertainment of sports are maintained at a high standard of Christian conduct

Team selection is the sole responsibility of the coaches of each sport, as are team lineups, playing time, and substitutions. Royal Palm Academy athletes are expected to commit their time and talents to the team. Transportation to all practices and games is the responsibility of the athletes and their parents.

Parents and students are encouraged to attend school team games and competitions. All Royal Palm Academy students, parents, and fans are expected to show Christian charity as they proudly cheer for the school team. School spirit in the stands should be positive and uplifting for all present. Negative speech regarding other players, referees, and coaches will not be tolerated. Abusive or inappropriate behavior by students and/or parents is grounds for disciplinary measures, including possible suspension or expulsion from the school.

## **N. REQUIREMENTS FOR PARTICIPATING IN EXTRACURRICULARS**

Participating in extracurricular programs and athletics is a privilege attained by meeting the standards of eligibility. Student eligibility will be based on the following standards:

1. Signed permission on file from parents/guardians for participation in extracurricular activities.
2. Students on academic probation are ineligible to participate in any extracurricular activities or athletics, including practice (students on academic warning may or may not be ineligible, depending on the activity).
3. Students on suspension are ineligible to participate during the time of their suspension.
4. Students who represent Royal Palm Academy in extracurricular activities or athletics are required to conduct themselves in accord with the Parent/Student Handbook. Students whose conduct brings discredit upon themselves or the school, as determined by the Dean of Lower/Upper School, are considered ineligible students.
5. Students who miss class without an excused absence from the Dean of Lower/Upper School will not be eligible to participate in any activities or athletics that day.

To be eligible for participation in inter-scholastic athletics, including practices, a student must have on file with the athletic director a signed statement by a practicing physician or registered physician's assistant certifying the student has passed an adequate physical examination and is physically fit to participate. The annual history and physical examination should be scheduled for the month of May preceding the school year for which it is applicable or for one month prior to the first practice of the specified sport. This will allow time for correction of deficiencies and for the implementation of conditioning recommendations. The annual history and physical examination will not be accepted earlier than the stated time or after the specific athletic season has begun.

Students who are absent from school or are not present for 50% of the school day will not be eligible to participate in after-school events without permission from the Head of School. This includes sporting events, extracurricular activities, and school presentations.

## **O. PARENT / GUARDIAN / STUDENT ATHLETIC CODE OF CONDUCT**

Parents and students are encouraged to attend school team games and competitions. All Royal Palm Academy students, parents, and fans are expected to show Christian charity as they proudly cheer for the school team. School spirit in the stands should be positive and uplifting for all present. Negative speech regarding players, referees, and coaches will not be tolerated. Abusive or inappropriate behavior by students or parents is grounds for disciplinary measures. Those who do not observe decorum appropriate to the event, conform to the expectations of our school community, and/or follow the directions of school administrators will be asked to leave school property and may not be permitted to return to future events without permission of the Head of School. For events taking place off school property but in which Royal Palm Academy is being represented by students, all parents, family, and guests are required to adhere to the expectations described within this document. Any action by an individual that disgraces students, school personnel, or the reputation of Royal Palm Academy may be grounds to suspend the individual involved from future athletic events.

Expectations when attending Royal Palm Academy sponsored athletic events are as follows:

1. Be a positive role model and encourage sportsmanship by showing respect and courtesy and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice, or other sporting event.
2. Not engage in any kind of unsportsmanlike conduct such as booing, taunting, or using profane language or gestures, etc. toward any official, coach, player, parent, or spectator.
3. Not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
4. Teach my child to play by the spirit of the rules and to resolve conflicts without resorting to hostility and/or violence.
5. Demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, sex, or ability.
6. Never ridicule or yell at my child or other participants for making a mistake or for losing a competition.
7. Remain on the spectator side of the field or in the stands until the game or contest is complete.
8. Respect the officials and their authority during games and never question, discuss, or confront coaches and/or officials at the game field. Instead, take time to speak with coaches at an agreed upon time and place.
9. Refrain from coaching my child or other players during games and practices unless I am one of the official coaches of the team.
10. Inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.

Any person who fails to abide by the aforementioned rules and guidelines will be subject to disciplinary action that could include, but is not limited to, verbal warning by official, head coach, and/or member of league organization.

## **P. NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

The National Junior Honor Society chapter at Royal Palm Academy is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected for membership by a 5-member Faculty Council appointed by the Head of School.

Students in the second semester of sixth grade or in grades seven and eight are eligible for membership. A student must have a minimum cumulative average of 92.5 (A) and a minimum of *good* in effort, working habits, and social skills. Students enrolled in honors classes are eligible, as long as they have a minimum cumulative average of 84.5 (B) in those honors classes, and a minimum cumulative average of 92.5 (A) in all other classes. This scholastic level of achievement shall remain fixed and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise to or above such standards may be eligible for membership. Students who meet this criterion will be invited to complete a Student Activity Information Form, which will assist the Faculty Council in selecting the NJHS candidates.

A history of leadership experiences and participation in school or community service also are required. To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, citizenship, and leadership. These forms, as well as the Student Activity Information Forms, are carefully reviewed by the Faculty Council to determine membership.

A majority vote of the Council is necessary for selection. Candidates will be notified regarding selection or non-selection according to a predetermined schedule. Following notification, a formal induction ceremony will be held at the school to recognize the newly selected members.

Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their initial selection. This obligation includes attendance at monthly chapter meetings during the school year, and participation in the chapter service project(s). All members are required to attain a minimum of 35 Apostolic Service Credits per year, instead of the usual 25. (See Apostolic Formation Section)

## **SPIRITUAL FORMATION**

### **A. CHAPEL**

The Blessed Sacrament is housed on campus in the school chapel. When entered into earnestly, adoration of the Blessed Sacrament will help the student build a prayerful and ever-deepening relationship with Christ. For this reason, and because the Church strongly recommends her members to make these visits, every student is encouraged to visit and spend time with the Blessed Sacrament before and after school or during breaks. In addition, periodic class visits to the chapel are scheduled into the calendar during the school year.

Out of respect for Christ, a prayerful and reverent attitude is to be maintained while in the chapel. As a sign of our belief in the Real Presence of Christ in the Eucharist, students are expected to

maintain a dignified demeanor while in the chapel and genuflect when entering and leaving the chapel. Parents also are invited to visit the chapel.

## **B. CELEBRATION OF THE EUCHARIST**

The Celebration of the Eucharist is the center of Christian life. The aim of celebrating Mass at the school is to foster appreciation for the Eucharist and active participation in this sacrament. Royal Palm Academy celebrates Mass during the week, on feast days, and on other special occasions. Where possible, we encourage all parents and students to attend the Celebration of the Eucharist.

Periodically throughout the year, a class Mass will be celebrated during school hours. During these celebrations, the students will be invited to participate as altar servers, as readers of the Word, and through prayer and music. This active participation helps students to live out this sacred mystery and to grow in their faith lives.

## **C. COMMUNION SERVICES**

A Catholic Communion Service includes the Greeting, Penitential Rite, the reading of a Gospel (either the Gospel for the day or a Gospel focused on the Eucharist), an optional Homily, the *Our Father* prayer, the *Lamb of God* prayer, and the response. The Eucharist distributed to the congregation is consecrated at an earlier Mass and is reserved in the tabernacle for the communion service. Communion services may be held during the school day outside the class schedule and according to Father's schedule.

## **D. SACRAMENT OF RECONCILIATION**

The Sacrament of Reconciliation frees us from the guilt and burden of our sins and offers sanctifying grace, thus deepening our relationship with Christ. The sacrament is highly encouraged and is available, during scheduled visits, to students who have received their First Reconciliation. Scheduled visits are dependent upon priest availability.

## **E. RETREATS**

Spiritual retreats provide an opportunity for students to strengthen their relationship with God and neighbor. This privilege and responsibility lies at the core of our school's formation program. Every student in 6<sup>th</sup>- 8th grade has the opportunity to participate in a minimum of one school-sponsored retreat during the year. Specific details on the retreat will be sent home in advance.

## **F. FORMATION DIALOGUE**

Formation Dialogue is a conversation or dialogue that is carried out in the context of academics, character development, and/or spiritual/apostolic growth. In this conversation, the formator strives to help the student attain goals, overcome obstacles, and reach his/her full potential by growing in friendship with Jesus Christ and in developing a life of virtue.

Formation Dialogue is available on a regular basis at an appropriate moment during the school day according to each student's needs and is facilitated by trained staff, including the Administration, Catholic Formation teacher in the middle school, or selected teachers. Any student who wishes to speak with the above-mentioned personnel for mentoring is encouraged to do so and may request Formation Dialogue as needed throughout the year.

## **G. LITURGICAL YEAR**

Royal Palm Academy follows the liturgical calendar within the Church, paying special attention to Advent, Christmas, Lent, Holy Week, and Easter. The liturgical traditions and special events at the school aim to continually cultivate the school community's love for Christ and His Church.

The school celebrates liturgical feast days such as All Saints Day (November 1), Feast of Christ the King (November), the anniversary of the Pope's election, and the major Marian feast days. Specific details on feast day celebrations will be sent home in advance. Parents and students are encouraged to take an active part in living the liturgical year with the Church through the activities and celebrations organized by the school.

## **APOSTOLIC FORMATION**

Royal Palm Academy considers the apostolic life of the student to be the most evident result of the student's integral formation and relationship with God. Apostolic formation enables the students to go into society to serve as Christian leaders and apostles, actively responding to the needs of the Church and humanity, creating a civilization of justice and love. Through serving others and a vibrant apostolic life, each student discovers Christ, becomes more like Christ, and experiences His love more profoundly.

The objective of apostolic formation is to develop in our students the heart of an apostle, a heart sensitive and responsive to the physical, emotional, and spiritual needs of others. The apostolic formation program involves the students in concrete works of charity within the school and the community. Lower school students participate in service projects throughout the year such as making cards or preparing packages and Christmas baskets for needy families, the sick, or the elderly.

Besides various community service projects and trips that will be organized for students, all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students are required to attain a minimum of 25 Apostolic Credit Hours per school year. Apostolic Credits can be obtained on three different levels as follows:

- Level 3 — Organizing or assisting with activities/projects within the community that are directly related to one of the works of mercy (i.e. feeding the hungry, providing clothing, visiting the sick, etc.). Three credits per hour.
- Level 2 — Assisting with activities/projects within the community or at school after hours which are useful and productive and meet an existing need. Two credits per hour.
- Level 1 — Assisting with activities/projects during the school day which meet a need (i.e. helping someone on campus at recess or during another free time. One credit per hour.

Students are encouraged to begin early in the year to plan and carry out these activities. By serving others in these activities, the students are brought into contact with the realities of life, thus awakening in them a sense of responsibility that will grow throughout their lives.

## **STUDENT LIFE**

### **A. AWARDS**

At the conclusion of the academic school year, Royal Palm Academy hosts appropriate grade level awards ceremonies, recognizing the effort, dedication, and accomplishment of the most outstanding students. Some of the awards given at the lower (LS) and middle (MS) levels are listed below:

Award	Criteria
Friendship Award (LS) Outstanding Athlete Award (MS)	Granted to students who have distinguished themselves with exceptional charity and sportsmanship and athletic ability when interacting with classmates (participating in the classroom and on the playground) in school or athletic activities
Semper Altius Award	Granted to students who have demonstrated diligence and perseverance, by significantly improving their performance in some aspect of integral formation during the year, or by living the teachings of Integral Formation throughout the year
Leadership Award	Granted to students who have lived the spirit of leadership espoused by the school, demonstrated by their daily contribution in conduct and effort to the good of the school community
Apostleship Award	Granted to the students who have distinguished themselves by actively and constantly working to bring Christ's message to others, both in school and out
Head of School's Award for Academic Excellence	Granted to the top three students in grades 6-8 who have demonstrated outstanding dedication to intellectual formation by obtaining the highest overall grade point average for all subjects.
Integer Award	This award is the highest award granted to a student. This award is granted to a student in the final year of school. It recognizes the student who has been in the school for at least two years and has demonstrated exceptional characteristics of leadership and apostleship, assimilating the highest ideals of all four areas of formation – intellectual, human, spiritual, and apostolic
RPA Loyalty Recognition Award	This award is given to those students in 8 <sup>th</sup> grade who have attended Royal Palm Academy for five years or more.

## B. ATTENDANCE

Regular and punctual attendance at school is mandatory. Royal Palm Academy recognizes, however, that there may be circumstances when absence from school is unavoidable. Absences for illness, emergencies, or other special situations qualify as excused absences. Extended absence from school will be considered on an individual basis and may be granted at the discretion of the Head of School. **Parents are to call the school office by 8:15 a.m. if a student will be absent.** Upon returning from an absence, the student will bring a note from his/her parent or guardian to the school office explaining the reason for the absence.

Royal Palm Academy has a *closed campus* policy. Students may not leave the school campus without permission until the school day has officially ended. Medical and dental appointments should be scheduled outside school hours whenever possible. In exceptional situations, the Dean



of Lower/Upper School may grant an excused absence for a planned temporary absence during the school day. Students are required to deliver any notice of a planned temporary absence during the school day to the Dean of Lower/Upper School or to the homeroom teacher at least one day prior to the absence.

A student who leaves campus without permission during the school day unaccompanied by a parent, legal guardian, or registered adult is committing grave misconduct that will result in suspension or expulsion at the discretion of the Head of School.

Students who are absent for a half day or more (arrive after 11 a.m. or leave prior to 11:00 a.m.) will be considered absent for that day. Students who are absent from school will not participate in after-school events without written/verbal permission from the Head of School. This includes any after-school events, including sporting events.

If a student's attendance falls below 70% of total school days, the student may not be granted a passing grade for the school year.

In the case of an excused absence, the student will be permitted to receive credit for make-up homework, tests, and/or other assignments. In the case of an unexcused absence (truancy), the student is responsible for all assignments and homework; however, he will not receive grades for this work, nor can he make up any tests missed. The second case of truancy may result in dismissal. Please note that daily attendance is mandatory when school is in session.

Scheduled tests or exams will not be changed to accommodate personal or holiday schedules that deviate from what is published in the school calendar.

## **C. TARDY POLICY**

Punctuality is an important habit for students to develop and is a gesture of respect and charity toward the teacher and classmates. Students who are tardy miss the Morning Prayer assembly, which is an important formative moment as we begin the school day renewing our commitment to God and seeking His assistance.

*Repeated tardiness not only negatively affects the student but also his/her classmates and teacher. Such behavior is disrespectful to the school community and sends a negative message to students that school and punctuality are unimportant.*

Students arriving after 8:00am should report first to the front office. The tardy will be entered into FACTS, and the student will be permitted to go to class. No student will be permitted to enter class or the morning assembly without first checking in at the front office. All tardies are recorded on official report cards and in student cumulative folders.

Tardiness will be excused for situations completely out of the control of parents and students, such as in the case of auto accidents, sickness, etc. Parents should direct requests for excused tardiness to the Dean of Lower/Upper School.

If tardiness persists, parents will be contacted by the administration in order to devise a plan to rectify the issue.

## **D. ARRIVAL AND DISMISSAL**

For student safety and greater efficiency, all drivers are asked to follow the prescribed traffic flow pattern for morning drop-off and afternoon pick-up. We request that you do not use cell phones in carline.

## E. CARLINE PROCEDURES

To promote a safe and secure learning environment, the following regulations apply:

**DROP OFF:** When dropping off students in the morning, parents should enter the parking lot and drive along the outside lane. (Do not cut into the parking lot when you first enter from Livingston Road.) Drive all the way around to the front of the Administration Building, where several faculty and staff members will be waiting to help your child(ren) out of the car. Please do not exit the car while you are in carline. If you need to come into the school, please park in the auxiliary (gravel) lot during drop off and pick up times. You may use the parking lot in front of the school at other times of the day.

**PICK UP:** Students will be lined up by class inside the white gate in the grassy area of the courtyard. Faculty and staff will be positioned inside the gate, outside the gate, and in the parking lot to help direct traffic and alert your child's teacher when you arrive. Always have your name tag visible so the faculty member positioned at the front end of the parking lot (by Livingston Road) will be able to announce your arrival via radio as you arrive. Drive around the outside lane only. Drive up to the front of the Administration Building (in the same way you do at drop off). A faculty member will bring your child(ren) to you in carline, help your child(ren) into the car, and fasten any necessary seat belts. Please do not exit the car while you are in carline. If you wish to enter the school, please park in the auxiliary (gravel) lot. You can then walk up to the gate and either have your child brought to you or enter the Administrative Building if you wish to meet with a staff member. We ask your full cooperation in helping us move the line quickly and efficiently.

**Pre-K DISMISSAL:** Students will be lined up by class inside the white gate with their teacher(s). Parents will park in the main parking lot and will walk to the gate to pick up the students.

*For both drop off and pick up, we ask that you not make a left onto Livingston Road from the RPA campus. This is required for everyone's safety and to keep the line moving.*

## F. FIELD TRIPS / CLASSROOM PARTIES

Field trips are an opportunity for students to augment their classroom learning with practical experience. Before a student can participate in a field trip, parents must complete and submit the appropriate field trip permission forms. All students who participate in a field activity are expected to behave according to the conduct expectations outlined in this Parent/Student Handbook.

Field trip chaperones assigned by the teacher or Head of School accompany students on field trips and uphold the expectations of the school. Chaperones are asked to follow the field trip itinerary as established by the school without making extra stops for drinks, snacks, etc. Personal items not allowed on campus are not to be brought on any field trip.

Parties and celebrations in the classrooms are to be simple. One birthday party will be held each month in grades K and above to celebrate all students whose birthdays fall during that month. Teachers and parents of the students involved will coordinate the day, time, and treats so as not to interfere with classroom instruction. Students in the Pre-K program will continue to celebrate their birthdays on the actual day.

Holiday celebrations are also to be simple. Teachers will plan appropriate classroom activities and will work with parents to coordinate snacks. The school requests that parents do not overindulge students with gifts and treats.

We encourage parents to bring healthy snacks like fruits, vegetables, and foods low in sugar with no peanuts or tree nuts since we have students sensitive/allergic to them.

## G. SCHOOL MEDIA CENTER

The school media center is a place for individual and group research, leisure reading, and study. In order to maintain an atmosphere conducive to these purposes, students are asked to be considerate of others in their behavior. While group work is allowed, students are required to keep their voices low and to respect the right of each individual to work without interruption.

Print and non-print materials are available for student checkout. It is expected that the due dates will be honored and that all materials will be returned in good condition and on time. Students are allowed ten days to return or renew overdue items. If items have not been returned within that time, the value of the lost item will be assessed to the student's tuition bill. Eighth graders must return all materials or pay for lost materials in order to graduate.

## H. TECHNOLOGY USE

The students of Royal Palm Academy will use technology in an appropriate and responsible manner for educationally related projects. As part of the technology curriculum, students will be given an overview of the appropriate and responsible uses of technology. Signed permission by a faculty member indicating the nature of the assignment or use is necessary in order to use the computer labs. Royal Palm Academy reserves the right to access, use, examine, and/or disclose user files and email messages at any time. This right extends to files that are password-protected.

Students who are seen by a Royal Palm Academy faculty member using technology in an inappropriate manner will face disciplinary action. This action may include one or more of the following: revoking of all electronic privileges, suspension, dismissal from school, and/or taking appropriate legal action. Students and parents will not hold any teacher or Royal Palm Academy legally liable for materials distributed from or acquired from the Internet.

## I. BRING YOUR OWN DEVICE POLICY

As today's technology is ever-changing, we recognize the need to try to keep up as much as possible, especially as it relates to learning in the classroom. We see technology as a tool to help students learn. With that in mind, with permission from the classroom teacher, we will allow students to bring their own device (BYOD) to school as a tool for note taking, preparing assignments, or reading the novels assigned. **If prior permission is granted for educational purposes, Middle School students may bring a laptop, tablet, or iPad to school as long as the option for "parental controls" is employed to ensure the Internet is turned off.**

**Students cannot access the Internet at school unless permission is specifically granted.** The device must have a keyboard, and there must be some kind of word processing application or software for the student to take notes well. If needed, students will be able to access the Internet on the school's computers, iPads, or laptops available for student use under supervision from the classroom teacher. **Cell phones and Apple watches do not qualify as devices that are allowed** unless specific permission has been given by a teacher to use them. Students must charge their device at home and ensure it is ready for use throughout the day.

There will be times when the lesson is not conducive to using a device, so use of devices will always be at the teacher's discretion. Students are responsible for the care and safe use of their device—if it breaks or is lost, the school cannot be held responsible.

If a student is found using his/her device inappropriately, whether on the Internet, playing games, or using software that is not related to learning and the class needs, the privilege may be revoked for the remainder of the school year, and the student will receive disciplinary action.

## J. LOCKERS

Middle school students are provided one school locker to use for the storage of their personal belongings while enrolled at Royal Palm Academy. All lockers issued to students remain the property of the school. Students are responsible for maintaining their lockers and locker contents in good and orderly condition. Exchanging school lockers with another student must be approved by the Dean of Upper School.

Students are advised not to leave money or other valuable items in their lockers. **Royal Palm Academy will not be responsible for any lost or stolen items.**

Students are not to open a locker of another student for any reason. Any student found tampering with another student's locker or locker contents will be subject to disciplinary action at the discretion of the Dean of Upper School.

Royal Palm Academy Administration reserves the right to search lockers upon any reasonable suspicion that the locker may contain dangerous or illegal items or substances. Searches will be conducted by school administration or by law enforcement officers acting at the request of Royal Palm Academy.

## K. PROHIBITED ITEMS

Students at Royal Palm Academy attend school with a willingness to focus on learning and should avoid bringing items to school that may create distractions. The following are some examples of items not allowed on the school campus unless specific permission has been given by the classroom teacher for education purposes. This list is not intended to be all inclusive:

1. Cameras or other photographic recording devices
2. Radios, iPods, MP3 players, CD players, CDs, DVDs, portable televisions
3. Laser pointers/pens
4. Electronic games
5. Apple watches

Laptop computers, iPads, and tablets may be allowed on campus for specific needs and must be approved by the classroom teacher (see BYOD policy above).

Items such as these are subject to confiscation and may not be returned to the student until the end of the academic day. An exception will be made for an item being used in an academic class at the request of the classroom teacher. Again, permission must be granted by a teacher before any student can bring one of these items to school.

## L. TELEPHONE AND CELL PHONE USE

Usage of electronic devices, such as cell phones, can be extremely distracting during class time. In order to minimize distractions, academic dishonesty, sharing inappropriate pictures/information, and theft of devices, cell phone and other electronic device usage is prohibited during the school day unless specific permission has been granted from a teacher or administrator for educational purposes. *Usage* shall be defined and interpreted as using any cell phone or electronic device function or feature (calls, texts, instant messages, camera, Internet, music, pictures, etc.). This includes usage in the hallways, restrooms, walkways, fields, or any other place on the school campus. If a cell phone is seen or heard by school personnel, the student will be referred to the Dean of Lower/Upper School for the following action:

1. First Offense: The cell phone will be confiscated and will be returned only to a parent or legal guardian. The device may be picked up at the end of the school day.
2. Second Offense: The device will be confiscated, the parent will be notified, and the student will not be allowed to bring the phone to school.
3. Third Offense: The device will be confiscated and returned only to the parent or legal guardian after a conference with the Head of School. In this conference, the student's continued enrollment at the school will be discussed. Should the student be allowed to remain at the school, he or she will never be allowed to have a cell phone or any electronic device on school property.

Due to the growing threat of pornography being viewed and exchanged by young people, any personal electronic device that takes, shows, projects, downloads, or displays pictures and/or videos may not be used to take or share photos or videos unless under the direct supervision of a teacher or administrator.

The taking of or sharing of any video or picture using an electronic device outside an approved class activity will result in an immediate suspension from school until the parents have met with the Dean of Lower/Upper School and/or the Head of School. Based on the nature of the material downloaded or viewed, expulsion may be an appropriate penalty.

Students who bring these devices to school, even with proper permission, do so at their own risk. Neither the school nor its faculty and staff are responsible for any damaged, missing, or stolen device(s). If a device is damaged or stolen, the school will not take any financial responsibility for the device (see BYOD Policy for details).

## **ADMINISTRATIVE PROCEDURES**

### **A. COMMUNICATION**

Effective parent/school communication and collaboration are essential for the realization of the school's mission. Besides regularly scheduled appointments, FACTS, report cards, and student assignment books are the ordinary means that the school uses to inform parents of their child's progress and behavior. Newsletters, weekly notices, emails, and telephone calls containing pertinent information regarding other aspects of school life provide effective communication.

Parents may call the school with questions, to set up a meeting, or to relay a message. However, teachers and students cannot be called out of class during the school day to receive telephone calls. Parents are asked to call the office and leave a message or email for messages other than emergencies. Teachers will normally return parent phone calls within two business days.

Parents with any questions or concerns regarding their child(ren) or the school's program are encouraged to contact the Dean of Lower/Upper School or Head of School either through the school's email or by calling the school to request an appointment.

### **B. NOTIFICATION OF TELEPHONE / EMAIL / ADDRESS CHANGE**

Royal Palm Academy requires current contact information to ensure the school's ability to send out correspondence or to reach the family should there be an emergency. Parents must notify the school if their address, telephone number, or email address should change during the school year. This information includes change of work address, phone number and extensions, cellular phone numbers, etc.

## **C. VISITORS**

**All visitors, including parents, must register in the main office, where they will be issued a visitor's badge. While on the school campus, this badge must be worn at all times. It will be to the school office when you leave.** No parent or visitor may go directly to the classroom for any reason. A forgotten item, such as a lunch, PE uniform, or book, should be left with the receptionist in the main office only.

## **D. PARKING LOT USE**

For safety reasons, all driveways and access lanes must be kept clear for buses and emergency vehicles. A vehicle that is not properly registered, is parked incorrectly, or is parked in an unauthorized location may be towed from the parking lot at the owner's expense.

Royal Palm Academy reserves the right to search any vehicle in the parking lot upon any reasonable suspicion that the vehicle may contain dangerous or illegal items/substances/materials contrary to the school's regulations. A search will be conducted by a least two members of the school administration or by law enforcement officers acting at the request of the Head of School.

## **E. DISTRIBUTION OF PRINTED MATTER**

As the school is not a public forum, no person is allowed to distribute any type of printed materials on school grounds without the permission of the Head of School.

## **F. CONFLICT OF INTEREST**

In an effort to avoid any perceived conflict of interest or disturb the professional relationship between the school and the family, parents are asked not to offer teachers or staff substantive gifts, jobs, or money. Modest contributions to group gifts for teachers or staff are considered appropriate.

We are grateful for gifts to the classrooms and school campus from parents and friends. Upon request, Royal Palm Academy will provide an appropriate letter for tax purposes. Please note that gifts to a classroom (such as books, technology, etc.) will remain in the particular classroom for the benefit of children at that grade level in subsequent years.

Personnel will not give personal gifts to any student. They will only give gifts to groups of students after obtaining approval from the Head of School and notifying parents.

## **G. ABUSE ALLEGATIONS COMMUNICATION**

In order to protect the rights, reputation, and integrity of all individuals involved as well as to ensure the veracity of an abuse investigation by both the civil authorities and the school, the investigation of any allegations or incidents of abuse will be handled as confidentially as possible. Only the following will have access to the information concerning an allegation: the civil authorities investigating the allegations or incidents of abuse, the Head of School, the Board of Directors, and the parents of the minor involved for the investigation of allegations or incidents of abuse.

The school will withhold public announcements concerning allegations received or incidents of abuse, investigations in progress, and/or administrative processes until completion of the investigation. If an allegation or incident of abuse becomes public knowledge, the school, through its communication office, will not make non-public comments other than to confirm that an allegation has been received, that a report has been filed with the proper civil authorities, and that the allegation is under investigation following the procedures called by the school and civil law.

The school will provide timely information relevant to the process and to actions taken by the school to individuals involved.

At the conclusion of the process, the school will coordinate the announcement of the outcome of the investigation, including any restrictions to be placed upon the accused individual or any steps to be taken to restore responsibilities to the individual accused.

## **H. ADMISSIONS POLICY**

Royal Palm Academy does not discriminate on the basis of race, color, or national and ethnic origin in the administration of any of its policies. The Academy does not discriminate on the basis of disability if, with reasonable accommodations, the applicant can meet program requirements. This admissions policy does not conflict with the priority given to the admission of Catholic students. On being admitted to the school, each student accepts the challenge and responsibility to participate actively in his or her own education and to adhere to the standards of the school.

Re-enrollment contracts are sent out in January for the following school year. Priority is given to school families and their siblings. Classes are filled in the order re-enrollment contracts are received. After a limited time, registration will be opened to the general public.

## **I. STUDENT RECRUITMENT**

The greatest form of advertising is word of mouth. We implore all our families to promote Royal Palm Academy in a positive, charitable way in hopes of attracting new students and their families to our school and its community. Admission information, including pamphlets and brochures, is available in the Admissions Office and can be distributed by families to potential students. The families of Royal Palm Academy are encouraged to contact the Admissions Director or Head of School about referrals of potential students and about other recruiting opportunities that may be of value to the school's admissions needs.

## **J. TRANSFER / WITHDRAWAL**

Parents of a student transferring or withdrawing from Royal Palm Academy should obtain a withdrawal form from the business office.

## **K. TRANSCRIPTS**

Parents are entitled to have an official transcript of their student(s)'s records sent wherever desired. They may request transcripts through the Admissions Office. Transcripts are sent only when tuition payment is current or when an acceptable agreement for payment has been reached with the proper authorities.

## **L. TUITION PAYMENT**

As stated in the Enrollment Agreement for the payment of tuition, Royal Palm Academy has various payment plans, fees, and tuition policies. Specific questions about payment plans, fees, and tuition policies may be directed to the school's business office. In order for a student to take exams and enroll for the next academic year, all accounts must be paid in full, or payment plans must be up-to-date; otherwise, students may be temporarily suspended from school until fees are brought up-to-date. Tuition assistance is available on a limited basis. Please contact the admissions office for applications.

## **MEDICAL INFORMATION**

### **A. INJURY OR ILLNESS**

Parents are to notify the school before 8:15 a.m. if their child(ren) is/are unable to attend school due to illness or any other reason. Any student who becomes injured or ill during the school day should report to the office. The receptionist or a member of the administrative staff is available to attend to students who are ill or injured during school hours. After proper assessment, parents will be notified of an injury or illness that requires further medical attention. **The Annual Medical and Emergency Authorization form, including emergency contacts and medical information, must be filled out for each student each year by the parent or guardian and turned in to the office prior to the first day of school.** If parents must pick up their child due to injury or illness, they must sign out at the main office. Unless the injury or illness occurs during school hours, the school may not excuse a student from his/her physical education class. If a student is unable to participate in physical education class, he/she must have a note from his/her parent or doctor for the teacher. Students may not go to the front office to seek medical assistance without a pass from their teacher.

### **B. PEANUT AND TREE NUT AWARE / RESTRICTED CAMPUS**

Food allergies can be life threatening. Royal Palm Academy is committed to offering safe educational environments for all students including students with food allergies. A cooperative effort between students, parents, physicians, and school staff members can help minimize risks.

Royal Palm Academy is a Peanut / Tree Nut Aware school due to the sensitivity some children present toward those foods. Depending on the severity of allergy a student may have, we will work in collaboration with the family and the pediatric allergist to implement precautions and procedures to protect the child. Royal Palm has two general categories currently used to determine a building's nut-handling level:

1. *Lower Exposure Risk:* Nut Awareness level (i.e. a nut-free table in the eating area, a nut-free classroom/building if necessary, extra handwashing)
2. *Higher Exposure Risk:* Nut Restricted level (i.e. attempt to restrict access of all nuts into the classroom/building at all times)

A determination will be made at the start of each year, and during the year as necessary, to determine the exposure risk level of all classes and buildings. Even if a building or area of the campus has been determined to be *Nut Restricted*, RPA cannot guarantee that nut products will not be brought onto campus. However, when a *Nut Restricted* classroom/building/area has been determined as necessary, RPA staff will take precautions to minimize risks.

### **C. MEDICATION**

Only students with a Medication Authorization form on file in the office will be given over the counter medications and first aid, as stated on the authorization. Prescription medication prescribed by a licensed medical professional or dentist **MUST** be brought to the office by the parent in the original prescription container. (Please request a second container with the name of the patient, address, prescription name, dosage and doctor's name clearly printed on the bottle from your pharmacist.) When this properly labeled medication is delivered, a signed permission form from a parent or legal guardian must be completed.

NO student may have any medication, including over the counter medications or vitamins, in his possession during school hours.



With the exception of pre-kindergarten and kindergarten children, each student is responsible for coming to the office to ask for his/her medication. At the end of the school year, all medications not collected by the parent or legal guardian will be disposed of.

## **D. IMMUNIZATIONS AND MEDICATIONS**

Prior to the beginning of school, a physical examination must be completed or transferred for each student entering the school. In addition, immunization or a certificate of waiver is required for all students. Immunizations must be kept current, and an original certificate of immunization, signed by a physician, or an immunization waiver, valid and provided in accordance with Florida law, must be kept on file in the school office. Students may not attend school without an appropriate immunization record.

Many students must have medication available at school for certain illnesses and/or conditions. School personnel cannot administer medication, including pain relievers, without explicit written parental/guardian permission. A permission form completed by the parent/guardian is required in the event that a student must receive medicine at school. The medicine, in its original container, labeled with the student's name, medicine name, dose, time to be administered, doctor's name, and possible side effects must be provided together with the signed permission form. All medication must be turned in at the office. Students are not permitted to carry medications except for epi pens, and then only with specific physician instructions and a signed release from the parent/guardian.

Students who return to school after an extended illness or surgery or who may not participate in sports or physical education class following an extended illness or surgery require a physician's statement confirming the student's ability to return to school and including any necessary limitations/restrictions.

Parents are responsible for informing the school of any changes in their child(ren)'s medications, health status, behavior, family dynamics, or other factors that may affect their child(ren)'s well-being during the school day. In addition, parents must immediately contact the school about behavior, comments, or other concerns that potentially evidence their child(ren) could harm him/herself or any other individual.

## **E. GUIDELINES FOR STUDENT RECOVERY OFF-CAMPUS**

Indicators used to assist the school in determining when a student needs to recover off campus:

1. Oral temperature of 100.0 degrees or higher
2. Vomiting, nausea, or severe abdominal pain
3. Marked drowsiness or malaise
4. Sore throat, acute cold, and/or persistent cough
5. Red, inflamed, and/or discharging eyes
6. Earache
7. Acute skin rashes and/or eruptions
8. Swollen glands around jaws, ears, and/or neck
9. Suspected scabies and/or impetigo
10. Any skin lesion in the weeping stage unless protected and diagnosed as non-infectious
11. Pediculosis (head lice)
12. Other symptoms suggestive of acute illness

## **F. STUDENTS WITH FEVER**

All faculty, staff, and students feeling ill will stay home for at least 24 hours fever free without the need of fever reducing medication prior to returning to school. For example, if your child presents

a fever at 11am on Monday, the earliest he/she can return to school is Wednesday, assuming he/she is fever free all of Tuesday without the need for fever reducing medication. According to the American Academy of Pediatrics, a temperature above 100.0F is considered a fever.

## **G. COMMUNICABLE DISEASES**

The school has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the school will take all reasonable measures necessary to protect the safety and health of members of the school community. These measures may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The school will apply guidance from the Center for Disease Control (CDC) and its affiliate NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate.

Each communicable disease is unique. The school's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are being or can be used, and public health guidance on the risk to exposure.

Responses may include, without limitation:

1. A determination that no risk exists or that no action is required
2. Immunization program(s)
3. Mandatory health screening
4. Mitigation steps such as refraining from activities, utilizing bandages/barriers, enhanced housekeeping, cancellation of field trips
5. Medical exam and release
6. Being sent home from school

Depending on the event, the school may require parents to disclose upcoming travel plans and to self-quarantine their child(ren) upon return. School closure may be necessary, or the school may need to modify its curriculum, schedules, length of school year, and/or means of learning/teaching.

During certain communicable disease events, threat levels may change rapidly, and the school may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonable influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; severe acute respiratory syndrome (SARS); H1N1 flu; swine flu; avian flu; Ebola; and coronavirus (COVID-19). Also covered under this policy are lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand/foot/mouth disease, mononucleosis, and other similar childhood illnesses. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school and should remain at home in an environment where proper care may be provided. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to visit the office. If a student asks to go home, he/she will be released only with the permission of the parent/guardian or from the person designated on the student's emergency card. A student who presents symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parent/guardian, or an emergency contact if the parent/guardian cannot be reached, will be contacted. Students must be picked up within the hour of the school's request that the child be sent home due to illness. The student should be signed out at the front office. Teachers will be informed of the student's dismissal due to illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing items, etc.), students must be asymptomatic without the aid of medication(s) prior to returning to school.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, and/or the public should immediately contact their health provider. Parents/students have a reasonable for believing that a student has a communicable disease when they show or feel signs of illness such as coughing, sneezing, fever, joint aches, a feeling of illness, or when they know they have been exposed to someone with a known or suspected communicable disease.

For the health and safety of the school community, parents should report to the school if their child(ren) has a confirmed communicable disease that poses a risk to others in the school community. The Florida Department of Health shall be notified when a student is sent home due to a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school.

The school generally will not identify an infected student to school employees or to other students or their parent/guardian, although public health guidance will guide school communications. It may be necessary to alert others in the community who were present in certain areas and/or at certain times that exposure could have occurred. The school will disclose sensitive medical information regarding students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The school will comply with all federal and state laws regarding confidentiality and privacy.

## **IN CASE OF EMERGENCY**

### **A. EVACUATION PROCEDURES / PROCEDURES FOR INCLEMENT WEATHER**

Royal Palm Academy performs regular emergency evacuation drills for fire, weather, and other emergencies. All emergency procedures are contained in the school's Emergency Action Plan, which is available to all school personnel electronically, with specific checklists kept in each classroom.

In the case of an emergency evacuation:

- Students will be instructed by a teacher or staff member to walk, single file, to the designated safe area.
- Students must remain quiet, not run, and leave all belongings behind.
- Students will face away from the building in a single file line.
- Silence is maintained throughout the drill/evacuation.
- Classroom groups must stay together.
- Students must move away from windows and glass doorways and must close classroom doors.
- Students should crouch on the floor in the designated area, close to inside walls.
- Students should protect their head and face from falling debris with coat or sweater.
- Directions for an "all-clear" or further instructions will be given by safety personnel.
- If a student is away from the classroom when an alarm sounds, they should exit the building and report to the nearest teacher or staff member.
- All adults and visitors must exit the buildings during a drill/evacuation.

## B. INCLEMENT WEATHER NOTIFICATION

Unusual weather may cause Royal Palm Academy to be closed, open late, or have early dismissal. Details will be shared via Parent Alert emails and text messages. Attempts will be made to notify the major television and radio networks in the area.

## C. PARENT ALERT SYSTEM

During emergency situations, RPA will use Parent Alert to provide accurate and instantaneous notifications via:

- Text messages to cell phones or
- Voice calls to work, home, and cell phones or
- Emails to multiple addresses

## D. THOR GUARD LIGHTNING PREDICTION SYSTEM

Thor Guard, the world's leader in lightning prediction and warning systems, continually monitors atmospheric electrical activity within a 12 mile radius and will predict lightning within a 2.5 mile radius of Royal Palm Academy.

When the system predicts lightning within a 2.5 mile radius and goes to *Red Alert*, a 30 second blast sounds. The Administration will then call via two-way radio for all individuals on campus to go to the nearest available building and take shelter from the threat of a lightning strike and/or any foul weather threats.

All outdoor activities, PE and other classes, sports games, playground activities, activities under the tent, and students walking in the courtyard will be directed indoors. Students will not be permitted to leave a building during this time unless given direct permission by the Administration.

Once the *All Clear* has been sounded (three short blasts), the Administration will make the radio announcement that all classes and other activities can return to normal. Students and personnel should not exit buildings until the Administration confirms that the *All Clear* is enacted.

If a *Red Alert* warning sounds during morning drop-off time, parents will be notified via Parent Alert that normal drop-off operations have ceased and that it is recommended they wait until the *All Clear* signal has been announced before entering through the gate.

If a *Red Alert* warning sounds during afternoon dismissal, all students and personnel will be directed indoors as mentioned above. Parents will be notified via Parent Alert that normal dismissal operations have ceased and that it is recommended they wait until the *All Clear* signal has sounded. During a Red Alert, parents/guardians may choose to enter the campus area and escort their children to the parking lot area **if the administration has given approval**. In these situations, parents/guardians are warned that they do so at their own risk.

## E. CAMPUS SECURITY

Royal Palm Academy has full-time, armed, licensed security officer on-site during the school day. The security officer will:

- Be familiar with all Royal Palm Academy administrative policies that impact safety, security, and emergency management, including all procedures in the Royal Palm Academy Emergency Action Plan. (The Dean of Students/Security Director shall provide all referenced documentation).
- Work in concert with specific requests of the Head of School, Dean of Lower School, and Dean of Upper School /Security Director in relation to security needs.
- Conduct vigilant patrols of all campus property.
- Challenge and prevent access by any unauthorized visitors.
- Be prepared to deal with safety, security, or emergency issues through decisive actions, good judgment, and the exercise of common sense.
- Monitor concerning behavior and movement of suspicious persons and vehicles.
- Report atypical behavior or activities to the Head of School and/or Dean of Students/Security Director.
- Communicate effectively, both orally and in writing, and maintain daily logbooks and/or incident reports.
- Perform security activities in accordance with applicable federal, state, and local laws, as well as in accordance with school regulations and policies.

## **PARENT INVOLVEMENT**

Parents are the primary educators of their children, and Royal Palm Academy makes every effort to include the parents in the education and formation of their children.

### A. PARENT VOLUNTEER ORGANIZATION (PVO)

The mission of the Parent Volunteer Organization is to support the school in achieving its mission to provide the highest quality education for, and integral formation of, young people. The primary role of the PVO is to assist and support the school in organizing and implementing school activities, events, and fundraising projects that promote the mission of the school.

In carrying out this role, the PVO helps bring school families closer together in a Catholic environment through social, educational, and spiritual events. The PVO works to foster the spirit of serving God and each other.

The success of the PVO is only as strong as our parent volunteers. It is necessary for the good of the school and of the students that each family do their part to support PVO efforts.

***All families are asked to commit to donating twenty-five (25) volunteer hours during the school year to offset our need for additional operating expenses. Each volunteer must attend "Safe Environment Training" before volunteering. Records of attendance are kept in the Development Office. Please see your local parish bulletin or the Diocese of Venice web site for details on when and where trainings are offered. Royal Palm Academy will coordinate an onsite training in early Fall if there is interest.***

### B. FUNDRAISING

Royal Palm Academy strives to provide a quality Catholic education for every student while keeping tuition affordable. Tuition alone does not cover the total cost of the educational and spiritual

environment we value so highly at Royal Palm Academy. In fact, tuition and fees cover only 80% of the cost of educating a Royal Palm Academy student. The remaining 20% comes from voluntary, tax-deductible donations.

Royal Palm Academy parents are encouraged to make a statement of financial support for the school. **The goal for the 2021-2022 Annual Fund Campaign is to achieve 100% participation from our board, faculty/staff, and families.** Early participation is strongly requested during September – December 2021. Participation from the entire RPA community is essential in demonstrating a broad base of support when we seek funding from foundations and corporations. Each **tax-deductible gift**, no matter the size, brings us that much closer to realizing both goals.

The Annual Fund encourages the support of our entire community – board, faculty/staff, parents and grandparents, local businesses, and friends of Royal Palm Academy. Annual Fund gifts, which are unrestricted, defray operating expenses and support the people and programs that make Royal Palm Academy unique—talented teachers, smaller class sizes, excellent resources, and exceptional offerings in academics, athletics, and fine arts. Because these special assets have a major impact on the budget, we must turn to our RPA community for annual financial support above and beyond our tuition/fees, as we are not related to a specific local parish.

**Many corporations match employee gifts to schools.** If you work for a company that matches charitable donations, you may be able to double or triple the amount you give. Please be sure to ask for a Matching Gift Form from your company's Human Resource Department. In addition, if your company has established a foundation that awards grants to non-profit organizations, please contact the Development Department regarding guidelines we need to follow to apply for grants.

## **C. PARENT PROGRAMS**

Throughout the year, Royal Palm Academy offers a range of programs for parents: seminars, retreats, and other spiritual activities. These programs are aimed at building community and supporting parents in their role as the primary educators of their children. The dates and topics will be published. Parents are strongly encouraged to attend these events.

## **SCHOOL TRADITIONS**

### **A. SCHOOL MOTTO AND SLOGAN**

**MOTTO:** *Integer*

This is a Latin word meaning “whole” or “entire” and reflects our mission to create the “new man in Christ.”

**SLOGAN:** *Semper Altius*

This is a Latin phrase meaning “always higher.” It challenges students to strive for excellence in all areas of their integral formation. The corresponding phrase “Live, Learn, Lead” encapsulates the components of integral formation.

### **B. COAT OF ARMS**

**BOOK:** Represents Holy Scripture and that all truth comes from God. RPA aspires to teach that truth to all students.

**CROSS:** Represents RPA’s desire to teach God’s love and forgiveness and the salvation won for us through Christ’s death and resurrection.

**CROWN:** Represents Christ being the King of Kings. RPA aspires to live for our King each and every day.

**SHIELD:** Symbolizes courage and a fighting spirit.



### **C. SCHOOL MASCOT**

Royal Palm Academy Kings

### **D. SCHOOL COLORS**

The official colors of Royal Palm Academy are red, white, and navy blue.

### **E. SCHOOL FIGHT SONG**

We're the Royal Palm Academy  
With faith in Christ's divinity  
We strive to do the best we can  
So we fulfill the Lord's great plan /  
We're the Royal Palm Family  
Our home away from home you see  
We love Christ, as you can tell  
We'll stick together 'til the final bell /  
We're the Royal Palm Academy  
Semper Altius we will be  
If we always reach higher, and do our best  
We'll be sure, to pass the test /  
We're the Royal Palm Academy  
We live the Gospel's Charity  
Striving to follow the Golden Rule  
We love this life we love our school

### **F. SCHOOL PRAYERS**

Prayer is the heart of Christian life and of the students' living relationship with Christ. To help students develop a prayer life, they are encouraged to participate in the active daily prayer life of the school: vocal prayer with the class and personal prayer in the chapel. Students are encouraged

to spend time in adoration of our Lord in the Blessed Sacrament. A list of prayers commonly used at Royal Palm Academy is provided here.

**1. PRAYER TO BEGIN ACTIVITY**

V/ In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

V/ Come, Holy Spirit,

R/ fill the hearts of your faithful and kindle in them the fire of your love.

V/ Send forth your Spirit and they shall be created,

R/ and you will renew the face of the earth.

V/ Let us pray:

Lord, by the light of the Holy Spirit you have taught the hearts of the faithful. In the same Spirit help us to relish what is right and always rejoice in his consolation. We ask this through Christ our Lord.

R/ Amen.

V/ Hail, Mary...

R/ Holy Mary...

V/ Glory to the Father, and to the Son, and to the Holy Spirit

R/ as it was in the beginning, is now, and will be forever. Amen.

V/ Christ our King!

R/ Your Kingdom Come!

V/ Virgin most pure, Mary Mother of the Church

R/ Pray for us.

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**2. PRAYER TO CONCLUDE ACTIVITY**

V/ We give you thanks Almighty God for all your gifts, you who live and reign forever and ever.

R/ Amen.

V/ Christ our King!

R/ Your Kingdom Come!

V/ Virgin most prudent, ("pure"-lower and middle school) Mary Mother of the Church

R/ Pray for us.

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**3. OUR FATHER**

Our Father who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth as it is in heaven.

Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

**4. HAIL MARY**

Hail, Mary, full of grace, the Lord is with thee!

Blessed are thou among women, and blessed is the fruit of thy womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

**5. MEMORARE**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thine intercession was left unaided.

Inspired by this confidence, I fly unto thee, O Virgin of virgins, my mother; to thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

**6. ANGELUS**

V/ The angel of the Lord declared unto Mary,

R/ and she conceived of the Holy Spirit.

V/ Hail, Mary... R/ Holy Mary...



V/ "Behold the handmaid of the Lord:  
 R/ Be it done unto me according to thy word."  
 V/ Hail, Mary... R/ Holy Mary...  
 V/ And the Word became flesh  
 R/ and dwelt among us.  
 V/ Hail, Mary... R/ Holy Mary...  
 V/ Pray for us, O holy Mother of God,  
 R/ that we may be made worthy of the promises of Christ.  
 V/ Let us pray:  
 Pour forth we beseech thee, O Lord, thy grace into our hearts, that we, to whom the incarnation of Christ, thy son, was made known by the message of an angel, may by his passion and cross be brought to the glory of his resurrection. Through the same Christ our Lord.  
 R/ Amen.  
 V/ Glory be to the Father, and to the Son, and to the Holy Spirit  
 R/ As it was in the beginning, is now, and ever shall be, world without end.. Amen. (Three times)

**7. PRAYER TO THE GUARDIAN ANGEL**

Angel sent by God to guide me,  
 be my light and walk beside me;  
 be my guardian and protect me;  
 On the paths of life direct me. Amen.

**8. PRAYER AT THE BEGINNING OF A MEAL**

V/ In the name of the Father, and of the Son, and of the Holy Spirit. Amen.  
 V/ Our Father  
 R/ who art in heaven ....  
 V/ Bless us, O Lord, and these your gifts, which we are about to receive, from your goodness.  
 Through Christ our Lord,  
 R/ Amen.

**9. PRAYER AT THE CONCLUSION OF A MEAL**

V/ We give you thanks for all your gifts, almighty God, living and reigning now and for ever.  
 R/ Amen  
 V/ Christ our King!  
 R/ Your Kingdom come!  
 V/ Virgin most prudent, ("pure"-lower and middle school) Mary Mother of the Church  
 R/ pray for us.

**10. PRAYER FOR VOCATIONS**

Lord Jesus, eternal Shepherd, in your kindness, look with mercy on this part of your beloved flock. Lord, we cry out to you as orphans: Grant us vocations! Call many of our young people to be holy priests and consecrated men and women. We ask Mary, your tender, holy Mother, Our Lady of Guadalupe, to intercede for us. Jesus, grant us priests and consecrated persons after your own heart! Amen.

**11. PRAYER TO JESUS CRUCIFIED**

Good and gentle Jesus, I kneel before you. I see and I ponder your five wounds. My eyes behold what David prophesied about you: "They have pierced my hands and feet, they have counted all my bones."  
 Engrave on me this image of yourself. Fulfill the yearnings of my heart: give me faith, hope, and love, repentance for my sins, and true conversion of life. Amen.

**12. ANIMA CHRISTI (SOUL OF CHRIST)**

Soul of Christ, sanctify me.

Body of Christ, heal me.  
Blood of Christ, drench me.  
Water from the side of Christ, wash me.  
Passion of Christ, strengthen me.  
Good Jesus, hear me.  
In your wounds, shelter me.  
From turning away, keep me.  
From the evil one, protect me.  
At the hour of my death call me.  
Into your presence lead me,  
to praise you with all your saints forever and ever. Amen.

**13. PRAYER FOR THE POPE**

Christ Jesus, King and Lord of the Church, in your presence I renew my unconditional loyalty to your vicar on earth, the Pope. In him you have chosen to show us the safe and sure path that we must follow in the midst of confusion, uneasiness and unrest. I firmly believe that through him you govern, teach and sanctify us; with him as our shepherd, we form the true Church; one holy, catholic and apostolic.  
Grant me the grace to love, live, and spread faithfully our Holy Father's teachings. Watch over his life, enlighten his mind, strengthen his spirit, defend him from calumny and evil. Calm the erosive winds of infidelity and disobedience. Hear our prayer and keep your Church united around him, firm in her belief and action, that she may truly be the instrument of your redemption. Amen.

**14. PRAYER FOR ROYAL PALM ACADEMY**

Lord Jesus Christ, this school is yours; it completely belongs to you. Help us all to fulfill the mission you have for us and your school. Grant us the means and help we need to carry out all that you will for us. Bless our benefactors and multiply them. Bless our teachers and staff and fill them with your Spirit. Bless our students in the virtues, most especially those of faith, hope, and love. Transform them into convinced apostles and authentic Christian leaders. Protect us from the evil one. Bless our building campaign, but above all our hearts as temples of your Spirit. We ask this in your Name. Amen.